



DECEMBER 07, 2020

6:00 P.M.

- Note: Council will take a five-minute recess at 8:00 p.m.**

.....
MONDAY

DECEMBER 07, 2020

6:00 P.M.
.....

AGENDA
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F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

a. Council Action on Town of Hampden Recreation Department Recreation Plan.

b. Council action on MDOT Overlimit Permit for Construction.

c. Request Council authorization to take \$63,900.00 from fund balance to balance General Ledger Account 1-400-02 (Route 202 waterline for FY20).

I. MANAGER'S REPORT

J COUNCILOR'S COMMENTS

K. EXECUTIVE SESSION – Pursuant to 1 M.R.S.A. Section 405 (6)(A) – Personnel Matters
- to include the Town Manager.

L. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE
REMOTE HAMPDEN TOWN COUNCIL MEETING
ON DECEMBER 07, 2020, AT 6:00 PM YOU MAY
PHONE IN USING THE FOLLOWING NUMBER
(FOLLOWED BY THE PIN #)

1-302-364-6072 PIN 209 923 404#

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO
TO THIS URL: [https://meet.google.com/
vxk-skdw-cor?hs=122&authuser=0](https://meet.google.com/vxk-skdw-cor?hs=122&authuser=0) AND JOIN
US THAT WAY

**INSTRUCTIONS ARE POSTED WITH THE AGENDA
AND SEPARATELY ON THE TOWN CALENDAR AT
WWW.HAMPDENMAINE.GOV**

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

.....
MONDAY
.....

OCTOBER 05, 2020

6:00 P.M.
.....

In Attendance:

Mayor Ryder
Councilor Jarvi - Remotely
Councilor McAvoy
Councilor Marble
Councilor McPike
Councilor Wright

Paula Scott, Town Manager
Christian Bailey, Public Safety Director
Curt Slininger

Mayor Ryder called the meeting to order at 6:00 p.m

A. PLEDGE OF ALLEGIANCE

Mayor Ryder led the Pledge of Allegiance

B. APPROVAL OF AGENDA

Motion: Councilor Wright made a motion to approve the agenda as presented, seconded by Councilor McAvoy. Vote 6-0

Resolution: 2020 – 181

C. CONSENT AGENDA

Motion: Councilor Marble moved for the adoption of the consent agenda, seconded by Councilor McAvoy. Vote 6-0

Resolution: 2020 – 182

1. SIGNATURES

2. COUNCIL MINUTES

a. 09/21/2020 Council Meeting.

3. COMMUNICATIONS

a. Park bench near the stream at Papermill Park

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

Note: Council will take a five-minute recess at 8:00 p.m.

.....
MONDAY

OCTOBER 05, 2020

6:00 P.M.

MINUTES
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E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. Commendation for Matthew St. Pierre receiving the Captain Joel Barnes Community Service Award in March of 2020, presented by Christian Bailey, Director of Public Safety.

Public Safety Director Christian Bailey recognized Lieutenant Matthew St. Pierre with a commendation for him receiving the Captain Joel Barnes Community Service Award in March. It was the first award given out in memory of Captain Joel Barnes, of the Berwick Fire Department, who was killed in the line of duty in 2019. The award is given to a firefighter who demonstrates outstanding professionalism and service to their community. Lieutenant St. Pierre is the epitome of that description.

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Request for authorization for the expenditure of \$46,100.00 from the Police Cruiser Reserve Account G-3-753-00 to purchase a 2020 Ford Police Interceptor (Hybrid Powertrain and associated – requested by Christian Bailey, Director of Public Safety.

Motion: *After discussion Councilor McPike made a motion to authorize the expenditure of \$46,100.00 from the Police Cruiser Reserve Account G-3-753-00 to purchase a 2020 Ford Police Interceptor Hybrid Powertrain and associated equipment, seconded by Councilor McAvoy. Vote 7-0*

Resolution: 2020 - 183

- b. Request for authorization for the expenditure of \$1,692.79 from the Police Cruiser Reserve Account G-3-753-00 to purchase associated equipment for the cruiser – requested by Christian Bailey, Director of Public Safety.

Motion: *Councilor Marble made a motion to authorize the expenditure of \$1,692.79 from the Police Cruiser Reserve Account G-3-753-00 to purchase associated equipment for the cruiser, seconded by Councilor Wright. Vote 7-0*

Resolution: 2020 - 184

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

OCTOBER 05, 2020

6:00 P.M.

MINUTES

- c. Request for authorization for the expenditure of \$1885.00 from the Matching Grant Reserve Account G-3-780-00 to cover the required local match to purchase cargo vests for our police officers – *requested by Christian Bailey, Director of Public Safety.*

Motion: Councilor Jarvi moved Council authorize an amount not to exceed \$1885.00 from the Matching Grant Reserve Account G-3-780-00 to cover the required local match to purchase cargo vests, seconded by Councilor Wilde. Vote 7-0

Resolution: 2020 - 185

- d. Request authorization for the expenditure of \$6,366.50 from Environmental Trust Income for reimbursement of eligible stormwater expenses for FY20– *referral from Environmental Trust Committee*

Motion: Councilor Marble made a motion to authorize the expenditure of \$6,336.50 from the Environmental Trust Income for reimbursement of eligible stormwater expenses for FY20, seconded by Councilor Wilde. Vote 7-0.

Resolution: 2020 - 186

- e. Request authorization for the expenditure of \$220,588.75 from Environmental Trust Income for reimbursement of eligible stormwater expenses FY21 – *referral from Environmental Trust Committee*

Motion: Councilor McPike made a motion to authorize the expenditure of \$220,588.75 from the Environmental Trust Income for reimbursement of eligible stormwater expenses for FY21, seconded by Councilor Marble. Vote 7-0

Resolution: 2020 - 187

- f. Council discussion on Halloween activities, *requested by Councilor Jarvi.*

After discussion consensus is to leave Halloween activities up to the individual and to refer to the CDC guidelines for whomever is concerned.

- g. Council consideration on canceling Town Council Meeting on November 2, 2020.

After discussion consensus is unanimous to cancel the November 2nd Town Council Meeting.

- h. Council discussion on VFW holding a short Veteran's Day Parade that goes VFW Hall to the monument at the Town Office, *requested by Curt Slininger.*

Motion: After discussion Councilor Marble made a motion that the Town Council support the efforts of the VFW and Company with other parties and our own Police Department to have a short Veterans Day parade on Veterans Day, seconded by Councilor Wright. Vote 6-1

Resolution: 2020 – 188

Note: Council will take a five-minute recess at 8:00 p.m.

.....
MONDAY

OCTOBER 05, 2020

6:00 P.M.

MINUTES
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I. MANAGER'S REPORT

Town Manager stated that we have been seeing an influx of tax payments prior to the first installment that was due. Last Thursday, we received what we call our big box of money, with is the checks from the escrow account held on our residence and the ladies out front in one day receipted \$1.8 million.

J COUNCILOR'S COMMENTS

Councilor Marble – No comment

Councilor McPike – No comment

Councilor McAvoy – No comment

Councilor Wright – I just wanted to make a note, I was in the Town Office this morning, registering a vehicle and the counter was swift. Let's just say it was very busy this morning and what I observed was a Town staff that was very in charge and very relaxed and very calm and very efficient, working through folks. Everybody was wearing a mask and they were distanced and they were doing their job as well as managing the traffic from behind the plexiglass and it was just incredibly professional and everybody was friendly. It was just really well done and I was really impressed. I also wanted to commend the election efforts of the Town staff. While I was in the Office this morning, I learned that they all came in on Friday, their day off, to make sure that all the absentee ballots had been sent out and mailed promptly to Town residents and then I also learned that our Town Clerk took the time to individually address or put the labels on all of the outgoing absentee ballots on her day off, as well. There was over 3000 of them that she personally did on her day off the Friday before last. So, I just wanted to commend the Town staff on using their days off to facilitate the increase in absentee ballots and election activity this year. Thank you.

Councilor Wilde – No comment

Councilor Jarvi – No comment

Councilor Ryder – No comment

K. EXECUTIVE SESSION – Pursuant to 1 M.R.S.A. Section 405 (6)(A) – Personnel Matters
- to include the Town Manager.

Motion: *Pursuant to 1 M.R.S.A. Section 405 (6)(A) personnel Matters motion was made to go into executive session to include the Town Manager, seconded. Vote by roll call was unanimous.*

Resolution: 2020 – 189

Executive session entered at 6:50 p.m.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

OCTOBER 05, 2020

6:00 P.M.

MINUTES

L. ADJOURNMENT

Meeting adjourned at the conclusion of executive session.

*Respectfully Submitted,
Gayle C. Decker /s/
Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.



HAMPDEN TOWN COUNCIL WORKSHOP
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

OCTOBER 13, 2020

6:00 P.M.

In Attendance:

Mayor Ryder
Councilor Jarvi
Councilor McAvoy
Councilor McPike
Councilor Wright

Paula Scott, Town Manager
Gayle C. Decker, Town Clerk
Shelley Abbott, Recreation Director
John Hamor, Esq. - Remotely
Ron Francis
Karen Cullen, AICP - Remotely

A. CALL TO ORDER

Deputy Mayor Jarvi called the meeting to order at 6:00 p.m.

B. UNFINISHED BUSINESS

C. NEW BUSINESS

a. Review of guidelines for affiliate sport groups for Recreation

Shelley Abbott, Recreation Director addressed Council on the Guidelines for Affiliated Organizations. After discussion consensus is that Town Council will receive this report at the next regularly scheduled meeting with a possible change to the language relative to a fee, variation being negotiable and then refer to public hearing.

b. Legal opinion/discussion on the MOU with the Mystic Lodge

Ron Francis addressed Council on MOU. After discussion recommendation is that the Lodge go back to their legal Counsel and come up with an offer that they would deem as a springboard for potential negotiations and present that at a workshop and allow Council to move forward from that point.

c. Marijuana fees review

Karen Cullen, AICP addressed the Council After discussion Town Council referred Fees Ordinance for Marijuana Licensing to Public Hearing.

d. Proposed Amendments to the Personnel Rules Ordinance

Town Manager and John Hamor, Esq. addressed the Town Council. After discussion recommendation is for a repeal of the Personnel Rules Ordinance and a submission of a Personnel Policy.

*Respectfully Submitted,
Gayle C. Decker, Town Clerk /s/*

Note: Council will take a five-minute recess at 8:00 p.m.

C-2-C



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

.....
MONDAY OCTOBER 19, 2020 6:00 P.M.
.....

In Attendance:

Mayor Ryder
Councilor Jarvi
Councilor McAvoy
Councilor Marble
Councilor McPike
Councilor Wilde
Councilor Wright

Paula Scott, Town Manager
Gayle C. Decker, Town Clerk
Alex Konczal, Assessor - remotely
Ed Bearor, Esq.
Mike Carroll - remotely
Matt Thomas

Mayor Ryder called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE

Mayor Ryder led the Pledge of Allegiance

B. APPROVAL OF AGENDA

Mayor Ryder at this time called for a motion to add an Executive Session MRSA 405 6A - Personnel Matters to the Agenda and to move item g to the top of the list for New Business.

Motion: Councilor Jarvi moved to approve the October 19, 2020 agenda with the suggested changes, seconded by Councilor McAvoy, Mayor Ryder added that the Executive Session would also include the Town Manager. Vote 7-0

Resolution: 2020 - 190

C. CONSENT AGENDA

Motion: Councilor McPike moved to accept the consent agenda, seconded by Councilor Jarvi. Vote 7-0

Resolution: 2020 - 191

1. SIGNATURES

2. COUNCIL MINUTES

- a. 10/05/2020 Council Meeting unavailable
- b. 10/13/2020 Council Workshop unavailable

3. COMMUNICATIONS

- a. Letter of Jake Morgan with deepest appreciation to our ambulance service.
- b. Renewal Victualer's License - Erickson's Hardware
- c. Renewal Victualer's License - Pizza Gourmet

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

OCTOBER 19, 2020
MINUTES

6:00 P.M.

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. Notice of grant award of \$5,000 from the Center of Tech and Civic Life

Town Manager Scott spoke commenting that the Town Clerk had applied for this grant on behalf of the Town of Hampden for additional funding to help with COVID related expenses for the election.

- b. Changes to the Town's assessing system – presented by Alexander J. Konczal, Tax Assessor.

Alexander J. Konczal, Assessor spoke on implementing for Hampden's Assessing System, small account exemption & valuation rounding. After discussion Town Council had no objection against it.

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Council appointment of James F. Dyer to the Recreation Committee.

Motion: Councilor Jarvi moved Council to reappoint James F. Dyer to a three-year term on the recreation committee, seconded by Councilor McPike. Vote 7-0

Resolution: 2020 – 192

- b. Council appointment of Steven E. Brown to the Recreation Committee.

Motion: Councilor Marble made a motion to reappoint Steven E. Brown to the recreation committee, seconded by Councilor Jarvi. Vote 7-0

Resolution: 2020 – 193

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Council approval of a renewal liquor license for White House Motel, Inc.

Motion: Councilor Marble made a motion to approve the renewal of the liquor license for the White House Motel, Inc., seconded by Councilor Jarvi. Vote 7-0

Resolution: 2020 - 195

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

OCTOBER 19, 2020

6:00 P.M.

MINUTES

- b. Council authorization for the expenditure of \$1,370 from the Matching Grant reserve account (3-780-00) for the Town's portion of an MMA Safety Enhancement Grant Award - requested by Deputy Fire Chief Lundstrom

Jason Lundstrom spoke on the MMA Safety Enhancement Grant Award. This year they wrote it for a tailgate lift for the back of the pickup truck that was purchased this past year.

Motion: Councilor Jarvi moved Council authorize the expenditure of an amount not to exceed \$1370.00 from the matching grant revenue reserve account G-3-780-00 for the Town's portion of a MMA Enhancement Grant Award for the acquisition of a lift gate to be installed on the Town's utility truck, seconded by Councilor Wilde. Vote 7-0

Resolution: 2020 - 196

- c. Council authorization to purchase an unmanned aerial vehicle (drone) pursuant to MRSA Title 25 Section 4501 – requested by Chief Bailey

Chief Bailey spoke on the unmanned aerial vehicle (drone) for the Public Safety Department. Matt Thomas gave a presentation of the drone and it's capabilities.

Motion: After discussion Councilor Jarvi moved Council authorize the Director of Public Safety to purchase an unmanned aerial vehicle and the amount not to exceed \$3800.00 and subject to approval of department usage policy prior to operational status, seconded by Councilor Wilde. Vote 7-0

Resolution: 2020 - 197

- d. Council approval of the Guidelines for Affiliated Organizations – requested by Shelley Abbott, Recreation Director.

Motion: Councilor Jarvi moved Council approve the proposed Guidelines for Affiliated Organizations as written, seconded by Councilor Wright. Vote 7-0

Resolution: 2020 - 198

- e. Council award of the contract for renovations to the Town Office

Town Manager Scott spoke on the bid's received for the renovations to the Town Office. Two bids were received – Gate's Construction, the base amount was at \$82,560.00 with an additional to include paint of \$3200.00 and Dunbar & Brawn with a base amount of \$47,992.00 with an additional to include paint at \$8,497.00. The lower bidder did have a list of exclusions listed with their bid and she vetted questions by the engineer who did the design work as well as wrote the RFP for us and answered those to our satisfaction and recommends that we do go with the low bidder to exclude the additional for paint, so the award would be in the amount of \$47,992.00.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

OCTOBER 19, 2020

6:00 P.M.

MINUTES

Motion: After discussion Councilor Marble moved that Council award the contract for renovations to the low bidder in an amount not to exceed \$47,982.92, seconded by Councilor Jarvi. Vote 7-0

Resolution: 2020 - 199

- f. Request for authorization for the expenditure of up to \$90,000.00 from the Municipal Building Reserve Account 3-702-00 for the Town Office renovations.

Motion: Councilor Wright moved Council authorize the expenditure of up to \$90,000.00 from the Municipal Building Reserve Account G-3-702-00 for the Town Office renovations, seconded by Councilor McAvoy. Vote 7-0

Resolution: 2020 - 200

- g. Acceptance of Harold Bouchard Way along with associated sewer infrastructure

Town Manager Scott spoke on accepting Harold Bouchard Way as a town way, stating that this came before Council a couple of years ago, there were some issues with the road and that these issues have since been rectified. She also stated that the Public Works Director recommends the acceptance and what they are looking for is a vote to accept the road and the associated sewer.

Motion: Councilor Jarvi moved Council acceptance of Harold Bouchard Way along with the associated sewer infrastructure, seconded by Councilor McPike. Vote 7-0

Resolution: 2020 - 194

- h. Council referral to public hearing the proposed repeal of the Hampden Personnel Ordinance

Motion: Mayor Ryder called for a motion to send the proposed repeal of the Hampden Personnel Ordinance to public hearing. Councilor Wright so moved, seconded by Councilor McAvoy. Vote: 7-0

Resolution: 2020 - 201

- i. Council referral to public hearing the proposed amendment to the Hampden Fees Ordinance for Marijuana Licensing

Motion: Councilor Jarvi moved Council refer the proposed amendments to the Hampden Fee Ordinance for Marijuana Licensing for a public hearing at the next Town Council Meeting on Monday, November 2nd, seconded by Councilor Wright. Vote 7-0

Resolution: 2020 - 202

I. MANAGER'S REPORT

Attached Exhibit A

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

OCTOBER 19, 2020

6:00 P.M.

MINUTES

J COUNCILOR'S COMMENTS

Councilor Marble – I just want to encourage everyone to continue to vote or make a plan at least. With some misgivings, I decided to vote today. I'm kind of a traditionalist, and I was looking forward to doing it on the third. But, I'll report that again, we live in a very fortunate place, when I contrast the eight to ten hours of waiting in lines in some counties in Texas, for example, versus what we go through in this community and how easy it is to vote. It's a service we can all take advantage of and I hope you do.

Councilor McAvoy – I want to encourage everybody to shop local and buy American. Goodnight Hampden.

Councilor Wright – No comment.

Councilor McPike – I just would like to follow up with what Paula said. I was here today and my hat goes off to the crew she has working the front desk. It's extremely busy and they always have a smile and appear to be doing an extremely good job.

Councilor Wilde – No comment

Councilor Jarvi – No comment

Mayor Ryder – No comment

Motion: *At this time Councilor Jarvi pursuant to 1 M.R.S.A section 405 (6)(A) moved Council go into Executive Session to include the Town Manager, seconded by Councilor Jarvi. Vote by roll call 7-0.*

Resolution: 2020 – 203

Executive session entered at 7:16 p.m.

K. ADJOURNMENT

Meeting adjourned at the conclusion of Executive Session.

*Respectfully Submitted,
Gayle C. Decker /s/
Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.

Exhibit A



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: October 19, 2020
RE: Manager's Report

- To update Council and the general public regarding the status of the Route 1A project, sidewalk construction has continued, and fine grading of side roads was completed. The forming and installing rebar for stem wall abutment #2 was completed including installation of water stops and utility pipe sleeves. Continued work on forming and installing rebar for the remaining wing walls at abutment #1. This week crews will continue sidewalk construction and driveway prepping as well as ditch protection and rip rap. The goal is to complete the forming and installation of rebar for the remaining wing walls of abutment #1, place concrete and begin forming and installing rebar for wing walls at abutment #2. DOT is still predicting completion by the middle of November. At this time the highway is 65% complete and the bridge is 66% complete.
- The Western Avenue/Dewey St. project is advertised, and the bids are due the 28th and which will be awarded on November 2nd. As previously reported, MDOT has given us a short window in which to begin Phase 1 of the project which we needed to do in order to keep our funding secure. During the final design and MDOT coordination, MDOT required a redesign of the system to get outside the traveled way even though the original project was supposed to be a replacement of the existing main in its current location. This will likely result in a minor cost overrun which will be budgeted for in FY22, prior to Phase 2.
- There have been three offers to purchase the Coastal Resources facility which have been forwarded to the bondholders' trustee with the recommendation of the receiver. Two of the prospects plan to bring in a contract operator; one of them intends to operate the plant itself. There will be a period of review of proposals by the Trustee as to the best fit for the facility.

C-2-d.



HAMPDEN TOWN COUNCIL WORKSHOP
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

NOVEMBER 9, 2020

6:00 P.M.

Councilor Jarvi
Councilor McAvoy
Councilor McPike
Councilor Marble
Councilor Wright - Remotely

Paula Scott, Town Manager
Amy Ryder, Economic Development Director
Christian Bailey, Public Safety Director
Jason Lundstrom, Deputy Fire Chief

A. CALL TO ORDER

Deputy Mayor Jarvi called the meeting to order at 6:00 p.m.

B. UNFINISHED BUSINESS

a. Update on the post office lease

Town Manager addressed Council with an update on the post office lease.

C. NEW BUSINESS

a. Review of proposed unmanned aerial vehicle (drone) policy

Town Council referred to next Council meeting for consideration.

b. Discussion regarding a petition for discontinuance of an abandoned right of way – requested by Dennis Whitcomb

Town Council referred to next Council meeting for consideration.

c. Review and discussion on sewer surcharge fees – presented by Amy Ryder, Economic Development Director

Amy Ryder addressed Council on review and discussion on sewer surcharge fees. Will go to public hearing.

d. Discussion on leasing a new loader

Town Council referred to next Council meeting for final recommendation.

e. Discussion on Environmental Trust reimbursement to pay back Rec Area reserve

Town Council referred to next Council Meeting for a vote.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 09, 2020

6:00 P.M.

MINUTES

D. ADJOURNMENT

Meeting adjourned at 6:48 p.m.

*Respectfully submitted
Gayle C. Decker /s/
Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

C-2-e

MONDAY NOVEMBER 16, 2020 6:00 P.M.

In Attendance:

Councilor Jarvi
Councilor McAvoy
Councilor Marble
Councilor McPike
Councilor Wilde
Councilor Wright

Paula Scott, Town Manager
Gayle C. Decker, Town Clerk
Amy Ryder, Economic Development Director
Ralph Helms, Public Works
Dudley Patterson, Public Works

Deputy Mayor Jarvi called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE

Deputy Mayor Jarvi led the Pledge of Allegiance

B. APPROVAL OF AGENDA

Deputy Mayor Jarvi at this time called for the approval of the agenda with the addition of an executive session to discuss personnel matters with the Town Manager at the end of the meeting.

Motion: Councilor Marble moved to approve the agenda with the addition of the executive session for personnel matters, seconded by Councilor McAvoy. Vote 5-0

Resolution: 2020 – 204

C. CONSENT AGENDA

Motion: Councilor Wright moved to accept the consent agenda, seconded by Councilor McPike. Vote 5-0

Resolution: 2020 – 205

1. SIGNATURES

2. COUNCIL MINUTES

3. COMMUNICATIONS

a. Renewal Victualer's License – Coffee Break Café

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

E. POLICY AGENDA

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 16, 2020

6:00 P.M.

MINUTES

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

- a. Consideration of the proposed repeal of the Town of Hampden Personnel Policy Ordinance.

Motion: Councilor McAvoy made a motion to go into public hearing for purposes of the Personnel Policy consideration, seconded by Councilor Marble. Vote 5-0

Resolution: 2020 - 206

Town Manager Scott spoke with a recap on the task, information gathered and outcome of rewriting the Personnel Policy Ordinance.

Motion: Councilor Marble made a motion to come out of public hearing seconded by Councilor McAvoy. Vote 5-0

Resolution: 2020 – 207

Motion: Councilor Wright made a motion to repeal the Town of Hampden Personnel Policy Ordinance, seconded by Councilor McAvoy. Vote 5 – 0

Resolution: 2020 – 208

- b. Consideration of the proposed amendments to the Town of Hampden Fees Ordinance, Article 2.19 Marijuana Fees and Article 2.9.7, Sewer Fees.

Motion: Councilor McAvoy made a motion to go into public hearing for purpose of hearing the Town Hampden Fees Ordinance, seconded. Vote 5-0

Resolution: 2020 - 209

Town Manager Scott spoke with a summary on the Marijuana Fees Ordinance and Amy Ryder, Economic Development Director spoke on the Sewer fees portion of the Ordinance.

Motion: Councilor McAvoy made a motion to come out of public hearing seconded by Councilor McPike. Vote 6-0

Resolution: 2020 – 210

Motion: Councilor Marble made a motion to adopt the proposed amendments to the Town of Hampden Fees Ordinance regarding Article 2.19 Marijuana Fees and Article 2.9.7 sewer fees, seconded by Councilor McAvoy. Vote 5-0-1

Resolution: 2020 - 211

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 16, 2020

6:00 P.M.

MINUTES

c. Consideration of a Petition for Discontinuance of an abandoned right of way.

Motion: Councilor McAvoy made a motion to go into public hearing regarding abandoning a right of way, seconded by Councilor Wright. Vote 6-0

Resolution: 2020 - 212

Town Manager Scott spoke with a summary on the Petition for Discontinuance of an Abandoned Right of Way.

Motion: Councilor Marble made a motion to come out of public hearing seconded by Councilor Wilde. Vote 6-0

Resolution: 2020 – 213

Motion: Councilor Wright moved for Council to order the discontinuance of an abandoned State of Maine right of way; said right of way reverting to the Town of Hampden and described as follows: Beginning a point approximately 150 feet easterly of the intersection of State Highway 210 (Western Avenue) and Patterson Road. Said point of beginning being located 50 feet northeasterly from and along a line normal to the baseline at station 537+31+/-; Thence easterly along the current right of way line 115.6+/- feet to a point that is 50 feet from and normal to the baseline at station 538+48+/-; Being all land along the frontage of the former "Clifford W. Mullins" parcel as shown on the above mentioned plan, between the current right of way line, and the old right of way line as described in Penobscot County Layout Volume 2 Page 22 and to retain no public easement and award no damages to any party, seconded by Councilor Wilde. Vote 6-0

Resolution: 2020 - 2014

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

a. Council appointment of Jason Sharpe to the Recreation Committee.

Motion: Councilor Wright moved to appoint Jason Sharpe to the Recreation Committee, seconded by Councilor McAvoy. Councilor Wright amended her motion: Motion that the Council reappoint Jason Sharp to the Town's Recreation Committee, seconded by Councilor McAvoy. Vote 6-0

Resolution: 2020 – 2015

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 16, 2020

6:00 P.M.

MINUTES

b. Election returns

Town Manager Scott spoke on the Election results. Hampden broke records at this Presidential Election and she commented that the front office staff handled the Election with grace and aplomb.

F. COMMITTEE REPORTS

Councilor Jarvi spoke on the workshop held on November 9, 2020. The items discussed were Review of the Proposed Unmanned Aerial Vehicle Policy; Petition for Discontinuance of an Abandoned Right of Way; Amendment of current ordinance to include a sewer surcharge fee; Discussion on options for a new front end loader; Environmental Trust reimbursement to the Recreation Area Reserve Account and Proposed Amendments to the Personnel Rules Ordinance.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Council approval to receipt funds from the Environmental Trust into Rec Area Reserve account (3-767-00) in the amount of \$51,657.38 for reimbursement of stormwater expenses on the Western Ave. parking and stormwater project – referral from Council workshop

Motion: *Councilor Marble made a motion that Council approve receipt of funds from the Environmental Trust into the Rec Area Reserve Account 3-767-00 in the amount of \$51,657.38 for reimbursement of stormwater expenses onto the Western Ave parking and stormwater project, seconded by Councilor Wright. Vote 6-0*

Resolution: 2020 - 216

- b. Council approval of the Town of Hampden Personnel Policy

Motion: *Councilor Wright made a motion that Council approve the Town of Hampden Personnel Policy, seconded by Councilor Marble. Vote 6-0*

Resolution: 2020 - 217

- c. Council approval of the Hampden Public Safety Unmanned Aerial Vehicles Policy requested by Chief Bailey

Councilor McPike moved to accept the approval of the Hampden Public Safety Unmanned Aerial Vehicle Policy, seconded. Vote 6-0

Resolution: 2020 – 218

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 16, 2020

6:00 P.M.

MINUTES

- d. Council Order 2020-05 Order of Discontinuance of a Right of Way – referral from Council workshop

Suggested motion: I move for the Council to order the discontinuance of an abandoned State of Maine right of way; said right of way reverting to the Town of Hampden and described as follows: Beginning a point approximately 150 feet easterly of the intersection of State Highway 210 (Western Avenue) and Patterson Road. Said point of beginning being located 50 feet northeasterly from and along a line normal to the baseline at station 537+31+/-;

Thence easterly along the current right of way line 115.6+/- feet to a point that is 50 feet from and normal to the baseline at station 538+48+/-;

Being all land along the frontage of the former "Clifford W. Mullins" parcel as shown on the above mentioned plan, between the current right of way line, and the old right of way line as described in Penobscot County Layout Volume 2 Page 22 and to retain no public easement and award no damages to any party.

Motion: Councilor Marble moved for Council to order the discontinuance of an abandoned State of Maine right of way; said right of way reverting to the Town of Hampden and described as follows: Beginning a point approximately 150 feet easterly of the intersection of State Highway 210 (Western Avenue) and Patterson Road. Said point of beginning being located 50 feet northeasterly from and along a line normal to the baseline at station 537+31+/-; Thence easterly along the current right of way line 115.6+/- feet to a point that is 50 feet from and normal to the baseline at station 538+48+/-; Being all land along the frontage of the former "Clifford W. Mullins" parcel as shown on the above mentioned plan, between the current right of way line, and the old right of way line as described in Penobscot County Layout Volume 2 Page 22 and to retain no public easement and award no damages to any party, seconded by Councilor Wright. Vote 6-0

Resolution: 2020 - 219

- e. Conveyance of a certain discontinued right of way as described in Council Order 2020-05, to Dennis Whitcomb, for the amount of \$1.00 and other valuable considerations - referral from Council workshop

Motion: Councilor Wright made a motion that Council or the Town convey the certain discontinued right of way as described in Council Order 2020-05 to Dennis Whitcomb for the amount of \$1.00 and other valuable considerations, seconded by Councilor McAvoy. Vote 5-1

Resolution: 2020- 220

Note: Council will take a five-minute recess at 8:00 p.m.

.....
MONDAY

NOVEMBER 16, 2020

6:00 P.M.
.....

MINUTES
.....

- f. Council authorization for the Town Manager to enter into a 5-year lease agreement for the lease of a front-end loader.

Motion: Councilor McPike made a motion to authorize the Town Manager to enter into a five-year lease agreement for the lease of a front end loader, seconded by Councilor Marble. Councilor McPike amended his motion to go with Nortrax, seconded by Councilor Wright. Amendment carries 6-0. Motion is Council authorization for the Town Manager to enter into a five-year lease agreement with Nortrax for a lease of a front end loader.
Vote 4-2

Resolution: 2020 - 221

Town Manager spoke on the lease agreement of a front end loader. Ralph Helms and Dudley Patterson of the Public Works Department addressed Council speaking on behalf of an existing loader and the five year lease agreement for the lease of a front end loader.

I. MANAGER'S REPORT

Attached exhibit A

J. COUNCILOR'S COMMENTS

Councilor McAvoy – I just want to remind everyone to shop local and buy American.
Goodnight Hampden.

Councilor Marble – I'll try to keep this brief and coherent. I've been noticing, especially recently, an increase use in masks in public and at local businesses, which to me is encouraging. I grew up in the 50's, my mother was a registered nurse and I remember early on instructions about infectious disease control things, around polio, mumps, measles, rubella and things you didn't do. Like going to parties with friends at that time or going to a public swimming place. I think that in a lot ways the pandemic has been one more factor in creating division in our country, which has weakened us and it's my hope that we can get down to basics and work with each other to recover both in terms of public health and economically and get to be a little more united and with that, I'll say thanks Hampden.

Councilor Wright – So with a record turnout on Election Day for Hampden, we are going to see here very shortly some changes in the folks that you see on your TV screens and your Facebook feeds come January. I'd like to congratulate the four new district representatives for the Town of Hampden, Peter Erickson, from district 1; Christine Cubberly from district 2; Mark Cormier, a former Councilor, who is going to return to the dais from district 3 and Alan Esposito, who I think is sitting right there, I couldn't tell from the mask, who will be representing district 4, which is also my district. So please, help me than and welcome the four new Councilor's to the service of the Town of Hampden, it's residences and businesses. Thank you very much.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 16, 2020

6:00 P.M.

MINUTES

Councilor McPike – Yeah, just an update. I sat on the Penobscot County Budget Committee and we started having budget meetings. I think it was Monday night that was the first one. It's all by zoom now, which is marvelous. You must remember that their budget year is a calendar year, and by the way we didn't get it done the first night so Thursday night I get to go back for another four hours. The budget this year is looking at an 11% increase, which is extremely high. They are working on ways in which to bring that down, but the major increase, one of the major increases, half of that, was the 911 system that comes in there is pretty much shot. The old software is gone. They are now calling people on their cell phones to tell them that they've got to take the ambulance out to go get someone. So that was decided, I believe last year to borrow the money. The bond has already been approved. If I had my notes here, I could tell you about the payback on that. It is about 800,000.00 a year for 10 years. So that's one of the big ones on that and just to let you know and Paula know that there is going to be an increase. So, it's unfortunately one of those things that I think is about eight or nine years overdue, that they need to replace it and they decided to replace it. They got the approval to replace it and it appears as though this year they're going to do it. So along with everything else we're going to get probably quite a substantial increase from Penobscot County.

Councilor Wilde – No comment.

Councilor Jarvi – No comment.

K. ADJOURNMENT

Deputy Mayor Jarvi adjourned meeting at 6:55.

Motion: Councilor Wright made a motion to reconsider adjournment, seconded. Vote 5-0

Resolution: 2020 – 222

Motion: Councilor Wright made a motion to go into executive session pursuant to 1 M.R.S.A section 405 (6)(A) personnel matters to include the Town Manager, seconded by Councilor McPike. Vote by roll call 6-0.

Resolution: 2020 – 223

Executive session entered at 7:00 p.m.

Meeting adjourned at the conclusion of Executive Session.

Respectfully Submitted,
Gayle C. Decker /s/
Town Clerk

Note: Council will take a five-minute recess at 8:00 p.m.

**Memorandum**

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: November 16, 2020
RE: Manager's Report

- The first item I would like to speak about is the recent election. As indicated on the returns within the packet and on our website, we had a 77% turn-out which surpassed that of 2016. Prior to the election, 60% of our voters had voted absentee. I would like to thank the Town Clerk and all of the frontline staff for all of their hard work. Absentee ballots are never easy, there are many steps, many checks and balances, much paperwork involved, and strict chain of command. Add in a pandemic and a very contentious election and it triples the stress factor. Our staff certainly rose to the challenge. I would also like to thank all of the citizens of Hampden that stepped up to the plate and worked the polls with staff. Election workers were handling not only the normal activity of election related duties but were also handling safety responsibilities and they handled it without incident. I would also like to thank the Rec Department and the Public Works Department for all of their assistance.
- The Western Avenue/Dewey St. contract was awarded this past week after we received all of the other information needed, such as DEP approval, the title and interest letter from the attorney, commitment letters, terms and conditions and the highway opening permit from DOT. On Thursday the 12th, a pre-construction meeting was held. Although at the pre con meeting, work was scheduled to begin this week with the hopes of accomplishing phase 1 before the winter shutdown, the contractor discussed concerns with our engineer on Friday. There is a shortage of the pipe, the paving plants are soon closing, and some stipulations within the highway opening permit were unusual. One of DOT's stipulations was to maintain two-way traffic – that is why as I reported at a prior Council meeting that the design was changed to set the pipe over from the traveled lane. In reality, there was no logical way to maintain two-way traffic while Western is being used as a detour route. Another concern was the State's requirement for temporary pavement over the trench. Typically, gravel would be used until time for final paving. The requirement for temporary paving would have increased the cost. After several phone calls and emails today, all parties agreed that the most appropriate course of action is to post-pone the project until spring and the winter shutdown began today. When we give notice to proceed in the spring, the Route 1A project will be complete and we will be able to successfully maintain two-way traffic when it is not a detour route. As you know, I have reported that our funding was contingent upon the start date of the project. Technically, we are not in default as the project was started with regard to awarding the contract, the attempts at procuring the piping, and other areas relative to the project, but to make sure we were not in any danger of losing funding, I spoke with our bond

counsel Dan Pittman and he has sent over the allonge paperwork for me to sign to amend our loan and extend it an additional year. And to half-way answer a question from the meeting in which this Council awarded the bid, the amount of funding we secured is \$754,000. I do not know yet the rest of the question which is whether or not we could retain any remainder for use on another similar or qualifying project.

- In other news, at the end of October, I was copied on an email to the responsible party at the State about the condition of the trail at the end of Ichabod Lane. This trail is on land that was owned by the State and which was set aside as wetlands mitigation for a project they had going on in Orrington. Part of the covenant was the requirement that the Town of Hampden be responsible to maintain it. I'm sure you all are aware of the problems we have had over the years with these types of covenants and realize that maintenance has been minimal in several open space areas. Walter volunteered to trim up the overhanging branches and the underbrush and clean up downed trees along the trail. He trimmed back the non-native invasive honeysuckle and multiflora roses that threaten to take over the native grasses and informed us of the damage done to the sign prohibiting motorized access. This work took four days to complete. Walter sent pictures showing the finished product which I will have posted to our social media account and I asked DPW to see that the sign was repaired or replaced. According to Walter, the neighbors are happy to have it in usable condition, and I will be reaching out to the school to inform them of it since they had stopped using it for cross country team training. I want to publicly thank Walter for his thoughtfulness to the town and for taking on this task without regard for payment.



HAMPDEN TOWN COUNCIL WORKSHOP
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

NOVEMBER 30, 2020

6:00 P.M.

Attending:

Mayor Ryder
Councilor Jarvi
Councilor McAvoy
Councilor McPike
Councilor Marble
Councilor Wright

Paula Scott, Town Manager
Amy Ryder, Economic Development Director

A. CALL TO ORDER

Deputy Mayor called the meeting to order at 6:00 p.m.

Town Manager Scott introduced new Town staff members. She introduced Front Office Clerk Samantha Badershall. She came to us from the City of Bangor, she worked in the Clerk's Office. She has been with us for a couple of months and she's fitting in quite nicely. She came experienced with everything except for motor vehicle and we have her signed up for some classes. Then she introduced Victor Smith who is our new Public Works Director. He comes to us from CES. He is an engineer and worked for many years for DOT as a traffic engineer. He has a lot of experience with projects and we are happy to have him onboard and today was his first day. So, I'd like you to welcome him.

B. UNFINISHED BUSINESS

C. NEW BUSINESS

a. Review of proposed Solar Ordinance

Amy Ryder, Economic Development Director is to do possible additional research. Town Council consensus was to convene a public hearing for review of Proposed Solar Ordinance.

b. Review of proposed Solar Fees

Town Council consensus was to convene a public hearing for review of proposed Solar Fees.

c. Review of proposed amendments to the Marijuana Ordinance

Town Council consensus was to convene a public hearing for review of proposed amendments to the Marijuana Ordinance.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 30, 2020

6:00 P.M.

AGENDA

D. ADJOURNMENT

Meeting adjourned at 6:36 p.m.

Respectfully Submitted
Gayle C. Decker /s/
Town Clerk

Note: Council will take a five-minute recess at 8:00 p.m.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



C-3-a
Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

November 23, 2020

Elisaveta Turla
Angelo's
102 Main Rd South
Hampden, ME 04444

RE: Victualer's license

Dear :

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

VICTUALER'S LICENSE CERTIFICATE

No. 2020-17

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: November 23, 2020

KNOW YE, that Elisaveta Turla, doing
business as Angelo's has been
duly licensed as a Victualer at 102 Main Rd South in the
Municipality of Hampden by said Municipality until November 23, 2021, and
has paid to the Municipal Treasurer the fee of \$ 100.00.

Authorized Municipal Officer

Town Clerk

C-3-b

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

December 1, 2020

Atif Sheikh
Subway
7 Western Ave
Hampden, ME 04444

RE: Victualer's license

Dear Atif:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

VICTUALER'S LICENSE CERTIFICATE

No. 2020-18

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: December 1, 2020

KNOW YE, that Atif Sheikh, doing
business as Subway has been
duly licensed as a Victualer at 7 Western Ave in the
Municipality of Hampden by said Municipality until December 1, 2021, and
has paid to the Municipal Treasurer the fee of \$ 100.00.

Authorized Municipal Officer

Town Clerk

Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
CC: Amy Ryder, CED
DATE: December 1, 2020
RE: Surety (performance) bond for solar

At the Council workshop held on November 30th, questions were asked about the portion of the proposed Solar Ordinance requiring a performance bond or other such mechanism to protect against costs for decommissioning a solar array that has reached its end of life. Questions revolved around whether or not the Town could require this on private property, and also whether or not multi-year bonds even exist.

Surety bonds may in fact be required for multiple years, and as research revealed, the multiple years may be up to 20 years (or longer) and the example cited was in fact for the removal of solar fields. These are called either Solar Contractor Surety Bonds or Solar Decommissioning Bonds. These must be in place at the time of the initial permit up to the completion of the utility, and most likely will not have the option to be canceled. Typically, these are a part of a contract between the owner – whether public or private – and the contractor/developer/solar company, usually in a lessee/lessor situation with the utility being the lessee.

These bonds are a guarantee that the solar components are properly disposed of and the land is returned to its original condition. When a solar array is decommissioned, it must be inspected either by a Code Officer or a Planning Officer to make sure that the proper disposal standards are met; even in the case of a private array because it is only after that 'sign-off' that the bond can be released. The difference is that it would be up to the private owner to follow up with the party responsible for decommissioning and then request inspection from the code or planning office.

It is understood that a municipality would require a surety bond for any project that is on public property. This grant to use public lands for the purpose of a solar array does not belong just to a large tract of land used for the array, but sometimes may also be in the form of use of a public right-of-way, or an access easement if the property proposed to be used has no other means for access. This would be a situation in which the municipality would want to be a party to the surety. Again, this would ensure that at end of life, any damage or changes to the access are restored to original condition. This is a requirement of the U. S. Bureau of Land Management.

In the proposed Solar Ordinance, keep in mind that the requirement for surety only applies to medium and large scale operations. That which is considered a small scale, roof top, or tower-type operation would be permitted by right and only needs to go before the Code Officer, so therefore no guarantee is needed. Regarding the language under 6.b.vii.2, language is cleaned up to show intent that the guarantee payable to the benefit of the Town is only when public land is used. In the case of an array on private property, it will be required at time of Site Plan application indicating that the promise for assumption of any debt, default, non-compliance with State and Federal laws or local ordinances, or failure of the array falls to the principal (contractor/developer/solar company) and not the obligee (owner). This should not be looked at as the municipality being over-reaching to a private property owner, but rather should be looked at as a protection for the private property owner.



Town of Hampden
Economic Development

MEMORANDUM

To: Town Council

From: Amy Ryder, Economic Development Director

Date: November 24, 2020

RE: Solar Ordinance & Fees

The push towards renewable energy is a continual statewide priority and becoming ever popular in Hampden. Ground mounted solar arrays can last for 20+ years and can be up to 30 acres land coverage.

The State of Maine sent a solar guideline to the municipalities of a proposed solar ordinance that included all concerns each town or city may have regarding this type of development. Based off their guidelines, research with nearby towns, and input from the CEO, Town Manager, and planning board, we have drafted a proposed Solar Ordinance and relative fees for adoption.

I look forward to discussing further.

Thank you,

Amy Ryder

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Solar Energy Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

CERTIFIED BY:

Town Clerk

Date

Town Clerk
Affix Seal

1. Purpose

- a) Solar energy is a local, renewable, and non-polluting energy resource that can reduce fossil fuel dependence on emissions. Energy generated from solar energy systems can be used to offset energy demand on the grid, with benefits for system owners and other electricity customers.
- b) The use of solar energy equipment for the purpose of providing electricity and energy for heating and/or cooling is an important component of the Town of Hampden's sustainability goals.
- c) The standards that follow enable the accommodation of solar energy systems and equipment in a safe manner while still allowing the quiet enjoyment of property.
- d) This ordinance is intended to balance the need for reasonable standards and expedited and streamline development review procedures.

2. Definitions

Solar Energy System: A device or structural design feature whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.

Solar Energy System, Roof-Mounted: A Solar Energy System that is mounted on the roof of a building or structure.

Solar Energy System, Ground-Mounted: A Solar Energy System that is structurally mounted to the ground and is not roof-mounted.

- 1. Solar Energy System, Small-Scale is a ground-mounted system whose physical size based on total airspace projected over the ground is less than 15,000 square feet (approximately one-third of an acre):
- 2. Medium-scale Solar Energy system is on whose physical size based on total airspace projected over a roof or on the ground is equal to or greater than 15,000 square feet but less than 87,120 square feet (two acres); and
- 3. Large-scale Solar Energy System is one whose physical size based on total airspace projected over a roof or the ground is equal to or greater than 87,120 square feet (two acres).

3. Applicability

- a) Notwithstanding the provisions of 1 M.R.S.A. section 302 or any other law to the contrary, the requirements of this ordinance shall apply to all roof-mounted and ground-mounted solar energy systems modified or installed after the date of its enactment.
- b) All solar energy systems shall be designed, erected, and installed in accordance with all applicable codes, regulations, and standards.
- c) Any upgrade, modification or structural change that alters the size, placement or output of an existing solar energy system shall comply with the provisions of this ordinance.
- d) For this ordinance, the Town of Hampden's zoning districts are mapped and categorized as follows:

Table 3.1 Use Table**Permitting Required for Solar Energy Systems**

	Rural	Res A	Res B	Seasonal	Rural Bus	Bus	Bus B	Town Center	Comm Service	Waterfront	Inter change	Ind Park	Ind	Ind2
Rooftop SES	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Small-Scale Ground-Mounted solar	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP
Medium-Scale Ground-Mounted Solar	MJR	N	MJR	N	MJR	N	N	N	N	N	MJR	MJR	MJR	MJR
Large-Scale Ground-Mounted Solar	MJR	N	N	N	MJR	N	N	N	N	N	MJR	N	MJR	MJR
Y = allowed N=Prohibited MSP= Minor Site Plan Review MJR= Major Site Plan Review														

4. General Standards and Applicability

- a) A solar energy system or device shall be installed or operated in the Town of Hampden provided it is compliant with this ordinance.
- b) Permitting shall be determined by zone within the Town of Hampden, type of solar system, and proposed size. The Town of Hampden has designated the proper permitting process for each solar system in the above matrix entitled "Permitting Required for Solar Energy Systems."
- c) All Solar Energy Systems, Roof-mounted and Ground-mounted are subject to the Dimensional Standards of Section 5 and the Performance Standards outlined in Section 6 of this ordinance.

5. Dimensional Standards

- a) Solar Energy Systems, Roof-Mounted
 - i. Height:
 1. In mixed-use and non-residential commercial/industrial zones, solar energy systems shall be mechanical devices and, for purposes

of height measurement, are restricted only to the extent consistent with other building-mounted mechanical devices.

2. In all other zoning districts, such systems shall conform to the maximum building height requirements of the zoning district in which they are located. See Article 3.4 Table 3.4.1 in the Town of Hampden's Zoning Ordinance for maximum building heights.

b) Solar Energy Systems, Ground-Mounted

- i. Height standards for ground-mounted solar energy systems are dependent on location and zoning district. Height shall be measured from the lowest point of the structure above grade to the highest point of the facilities when oriented at maximum tilt.
 1. In residential and mixed-use zoning districts, such systems shall not exceed sixteen (16) feet in height when oriented at maximum tilt.
 2. In all other zoning districts, such systems shall conform to the building height requirements of the zoning districts in which they are located. See Article 3.4 Table 3.4.1 in the Town of Hampden's Zoning Ordinance for maximum building heights.
- ii. Setbacks
 1. Minimum setback shall conform to the requirements of the zoning district in which the system is located. Article 3.4.2. of the Town's Zoning ordinance for setback standards.
 2. Additional setbacks may be required to mitigate visual and functional impacts.

6. Performance Standards

- a) Solar Energy Systems (including Roof-Mounted and Small-Scale) must conform with the following standards:
 - i. Roof-mounted and building-mounted solar energy systems and equipment are permitted by right unless they are determined by the Code Enforcement Officer and Fire Chief to present one or more unreasonable safety risks, including, but not limited to the following:
 1. Weight load;
 2. Wind resistance;
 3. Ingress or egress in the event of fire or another emergency; or
 4. Proximity of a ground-mounted system relative to buildings.
 - ii. All solar energy system installations shall be installed in compliance with manufacturer's instructions and the photovoltaic systems standards.
 - iii. All wiring shall be installed in compliance with the manufacturer's instructions and NEC national electric code.

- iv. Prior to operation, electrical connections must be inspected and approved by the Code Enforcement Officer and Fire Chief.

b) Medium-Scale and Large-Scale Ground Mounted Solar Energy Systems

In addition to the standards in Section 1, large-scale ground-mounted solar energy systems shall comply with the following:

i. Utility Connections:

- 1. Utility connections shall be underground wherever possible.

ii. Safety:

- 1. The solar system owner or project proponent shall provide a copy of the Site Plan Review application to the Planning Department for review and comment. The Planning Department shall base any recommendation for approval or denial of the application upon review of the safety of proposed system.

iii. Visual Impact:

- 1. Reasonable efforts, as determined by the Planning Board, shall be made to minimize undue visual impacts by preserving native vegetation, screening abutting properties, or other appropriate measures, including adherence to height standards and setback requirements.

iv. Land Clearing, Soil Erosion, and Habitat Impacts:

- 1. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of ground-mounted solar energy systems or as otherwise prescribed by applicable laws, regulations and bylaws/ordinances.
- 2. Ground-mounted facilities shall minimize mowing to the extent practicable.
- 3. Removal of mature trees shall be avoided to the extent possible.
- 4. Native, pollinator-friendly seed mixtures shall be used to the extent possible.
- 5. Herbicide and pesticide use shall be minimized. No prime agricultural soil or significant volume of topsoil shall be removed from the site for installation of the system.

v. Fencing:

1. Where fencing is used, fences should be elevated by a minimum of 5 inches to allow for passage of small terrestrial animals.

vi. Removal:

1. Solar energy systems that have reached the end of their useful life or that has been abandoned consistent with this ordinance shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notice the Town of Hampden Planning Department of the proposed date of discontinued operations and plans for removal.
2. Removal should consist of:
 - a. Physical removal of all solar energy systems, structures, equipment, security barriers, and transmission lines from the site.
 - b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - c. Stabilization or re-vegetation of the site to minimize erosion. Native, pollinator-friendly seed mixtures shall be used to the maximum extent possible.

vii. Abandonment:

1. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, a medium or large-scale ground-mounted solar energy system shall be considered abandoned when it fails to operate for more than 150 days.
2. A surety is required at the time of Planning Board review of a Site Plan application for the assumption of any debt, default, non-compliance with State and Federal laws or local ordinances, or failure of the array falls to the principal (contractor/developer/investor/solar company) and not the obligee (owner).
3. At the time of Planning Board review of a Site Plan application and permit, the applicant for a medium or large-scale ground mount solar array system shall identify how it shall provide a performance guarantee payable to the benefit of the Town of Hampden, a municipal corporation, for all costs associated with the removal of an approved solar energy system that has been abandoned on public land. The performance guarantee shall be equal to one hundred fifty (150) percent of the estimated cost of removal. The performance guarantee can be in the form of a

Solar Contractor Surety Bond or Solar Decommissioning Bond and may be acceptable to the Town as determined by the planning board and legal counsel for the Town of Hampden. The financial guarantee shall include a provision granting and guaranteeing the Town the authority to access the funds and property and perform the decommissioning if the facility is abandoned and the owner or operator fails to meet their obligations to remove the solar energy system.

The applicant shall provide the Town the identified performance guarantee prior to the issuance of a building permit by the Code Enforcement Officer for the solar energy system. The owner or operator shall also be responsible for notifying the Town in writing if the performance guarantee is revoked, and in such cases, shall provide the Town a replacement guarantee that is found acceptable by legal counsel for the Town within ninety (90) days, or the owner's or operator's permit to operate the system shall be revoked. The owner or operator shall be responsible to pay the Town's legal fees.

4. If the owner or operator of the solar energy system fails to remove the installation within 150 days of abandonment or the proposed date of decommissioning, the Town of Hampden or the obligee retains the right to use all available means to cause an abandoned, hazardous, or decommissioned medium and large-scale ground-mounted solar energy system to be removed.
5. If an owner or operator successfully removes a medium or large scale solar energy system in accordance with requirements of this Section, and the Town's Code Enforcement finds that the removal was successfully completed, the owner or operator may apply to the Planning Department for the release of the performance guarantee identified in this Section. The Town shall not unreasonably withhold the release of a performance guarantee post a determination by the Code Enforcement Officer that an owner or operator has successfully removed a solar energy system.

viii. Large-scale ground mounted solar energy systems shall not be considered accessory uses.

ix. Operations and Maintenance Plan:

1. The project proponent shall submit a plan for the operation and maintenance of the medium and large-scale ground-mounted

solar energy system, which shall include measures for maintaining safe access to the installation as well as other general procedures for operational maintenance of the installation.

x. Signage:

1. A sign shall be required to identify the owner and provide a 24-hour emergency contact phone number.

xi. Emergency Services:

1. The Medium or Large-scale ground-mounted solar energy system owner or operator shall provide a copy of the project summary electrical schematic, and site plan to the Planning Department.
2. Upon request, the owner or operator shall cooperate with Public Safety in developing an emergency response plan.
3. All means of shutting down the system shall be clearly marked.
4. The owner or operator shall provide to the Planning Department the name and contact information of a responsible person for public inquiries throughout the life of the installation.

8. Site Plan Application and Review

Please refer to the Town of Hampden Zoning Ordinance in Article 4.1.

a) Applicability:

- i. Roof-mounted systems are not subject to Site Plan Review.
- ii. Small-Scale ground-mounted solar energy systems are subject to Minor Site Plan Review.
- iii. Medium-Scale ground-mounted solar energy systems are subject to Major Site Plan Review.
- iv. Large-Scale ground-mounted solar energy systems are subject to Major Site Plan Review.

b) In addition to the Town of Hampden's site plan application requirements in Article 4.1., the Applicant shall submit the following supplemental information as part of a site plan application:

i. A site plan showing:

1. Property lines and physical features, including roads, for the project site;
2. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures;
3. Blueprints or drawings of the solar energy system showing the proposed layout of the system, any potential shading from nearby structures, the distance between the proposed solar collector and all

- property lines and existing on-site buildings and structures, and the tallest finished height of the solar collector;
4. Documentation of the major system components to be used, including the panels, mounting systems, and inverter(s);
 5. Name, address, and contact information of the proposed system installer, the project proponent, project proponent agent, and all co-proponents or property owners, if any; and
 6. A one-or three-line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods.
 7. Locations of important plant and animal habitats identified by the Maine Department of Inland Fisheries and Wildlife or Town of Hampden, or rare and irreplaceable natural areas, such as rare and exemplary natural communities and rare plant habitat as identified by the Maine Natural Areas Program.
 8. Locations of wetlands and waterbodies.
 9. Location of floodplains.
 10. Locations of local or National or Historic Districts.
 11. A public outreach plan, including how the project proponent will inform abutters and the community.
 12. A removal plan with a performance guarantee (Refer to Section 7.g. in this ordinance)
 13. An Operations and Maintenance Plan

9. Review Procedure and Process

Please refer to Article 4 in the Town of Hampden's Zoning Ordinance for the Town's review process and approval standards.

10. Fees.

The Town may adopt administrative fees and technical review fees for site plan review. Refer to Town's Fees Ordinance Article 2.19.

11. Legal Action and Violations

a) When any violation of any provision of this ordinance shall be found to exist, the Code Enforcement Officer is hereby authorized and directed to institute any and all actions and proceedings, either legal or equitable, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the Town of Hampden. This Section shall not prevent any person entitled to equitable relief from enjoining any act contrary to the provisions of this ordinance.

b) Any person, firm, or corporation, being the owner of, or having control of, or the use of any building or land or part thereof, who violates any of the provisions of this ordinance shall

by guilty of a civil violation and upon conviction thereof shall be fined in accordance with the following:

i) The minimum penalty for starting construction or undertaking a land use activity without a required permit penalty shall be one hundred dollars (\$100.00), and the maximum penalty shall be two thousand five hundred dollars (\$2500.00).

ii) The minimum penalty for a specific violation shall be one hundred dollars (\$100.00), and the maximum penalty shall be two thousand five hundred dollars (\$2500.00).

c) All civil penalties imposed shall ensure to the benefit of the Town of Hampden. Each day any violation continues to exist after notification shall constitute a sperate offense.

2.19 Solar Energy Ordinance Permitting Fees

2.19.1 Small Scale Ground-Mounted

2.19.1.1 Less than 15,000 sq ft of land coverage \$300.00

2.19.2 Medium and Large-Scale Ground-Mounted

2.19.2.1 15,000 sq ft to 87,120 sq ft (2 acres) of land coverage \$1,000.00

2.19.2.2 >2 to < 5 acres of land coverage \$2,700.00

2.19.2.3 >5 to < 10 acres of land coverage \$5,500.00

2.19.2.4 >10 acres of land coverage \$10,000.00

2.19.3 Cost for public notices and mailings: At cost

E-2-C



Town of Hampden
Economic Development

MEMORANDUM

To: Town Council

From: Amy Ryder, Economic Development Director

Date: November 24, 2020

RE: Marijuana Ordinance Amendments

In the Town of Hampden's Marijuana Ordinance, Articles 7, 8 and 9 were reserved for Adult Use marijuana facilities. The popularity of this industry is growing exponentially, and it is in our best interest to have ordinances in place for future development.

With State research, discussion with the CEO, Town Manager, and Planning Board the proposed amendments to the marijuana ordinance reserved articles are attached as well as their corresponding definitions.

I look forward to discussing in further detail.

Thank you,

Amy Ryder

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Marijuana Ordinance Amendments

Deletions are ~~Strikethrough~~ Additions Double Underlined

CERTIFIED BY:

Town Clerk

Date

Town Clerk
Affix Seal

TOWN OF HAMPDEN MAINE
MARIJUANA ORDINANCE

ADOPTED: August 20, 2018

EFFECTIVE: September 19, 2018

AMENDED: September 8, 2020

EFFECTIVE: October 8, 2020

Certified By: Gayle Decker, Town Clerk

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Article 1 – Purpose and Authority

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of the Town of Hampden through regulation of marijuana related activities, including the number of marijuana plants that can be grown for personal adult use (non-medical) on a single property, as permitted under Title 28-B MRSA §1502. The Town of Hampden enacts this ordinance pursuant to 30-A MRSA §3001, municipal home rule ordinance authority.

Article 2 – Home Cultivation for Personal Adult Use Marijuana.

A maximum of nine mature marijuana plants may be grown on a single property (as defined in this ordinance), with the exception that in addition to this limit, a maximum of three mature marijuana plants plus 12 immature marijuana plants plus an unlimited number of marijuana seedlings may be grown by each person age 21 or older who is domiciled on the property.

Article 3 – Medical Marijuana Registered Caregivers.

3.1 Administration

3.1.1 All proposals that involve more than one Registered Caregiver on a single property are required to submit a Major Site Plan for review and approval by the Planning Board, per §4.1 of the Zoning Ordinance.

3.1.2 All Registered Caregivers are required to obtain a local license pursuant to Article 11.

3.2 Maximum number on a single property. In order to protect the public health, safety, and welfare, the maximum number of Registered Caregivers permitted to operate on a single property, which includes cultivation, processing, packaging, and any other activity involving medical marijuana is as follows:

3.2.1 In the Residential A, Residential B, and Town Center zoning districts – 1 Registered Caregiver.

3.2.2 In the Rural zoning district:

3.2.2.1 On parcels where marijuana activity will be conducted at least 250 feet from any property line – 5 Registered Caregivers.

3.2.2.2 On parcels where marijuana activity will be conducted at least 100 feet but less than 250 feet from any property line – 3 Registered Caregivers.

3.2.2.3 On parcels where marijuana activity will be conducted less than 100 feet from any property line – 1 Registered Caregiver.

3.2.3 In the Industrial or Industrial 2 zoning districts:

3.2.3.1 On parcels where all marijuana activity will be conducted at least 500 feet from the Residential A, Residential B, or Town Center districts and at least 100 feet from any property line – 10 Registered Caregivers.

- 3.2.3.2 On parcels where all marijuana activity will be conducted at least 100 feet from the Residential A, Residential B, or Town Center districts and at least 50 feet from any property line – 5 Registered Caregivers.
- 3.2.3.3 On all other parcels – 1 Registered Caregiver.
- 3.2.4 In all other zoning districts:
 - 3.2.4.1 On parcels where marijuana activity will be conducted at least 100 feet from any property line of a property in residential use – 3 Registered Caregivers.
 - 3.2.4.2 On parcels where marijuana activity will be conducted at least 100 feet from the boundary of the Residential A, Residential B, or Town Center zoning districts – 3 Registered Caregivers.
 - 3.2.4.3 On all other parcels – 1 Registered Caregiver.
- 3.3 Standards – In addition to the standards listed in Article 10 of this ordinance, the following applies to Registered Caregivers:
 - 3.3.1 Registered Caregiver retail stores are not permitted in the Town of Hampden.
 - 3.3.2 In all zoning districts, the following additional locational restrictions apply. The distances stipulated are measured in a straight line from the property boundary of the parcel proposed for use by one or more Registered Caregivers and the nearest property boundary of the listed use.
 - 3.3.2.1 No property located between 500 feet and 1,000 feet of any parcel used for a preexisting school may have more than one Registered Caregiver.
 - 3.3.2.2 No property located within 500 feet of any parcel used for a preexisting school may have any Registered Caregiver.
 - 3.3.2.3 No property located within 750 feet of any parcel used primarily for a place of worship, a daycare, daycare facility, or child care center as those terms are defined in the Hampden Zoning Ordinance, or a recreational area designed for use by children up to 18 years of age may have more than one Registered Caregiver.
 - 3.3.2.4 No property located within 1,000 feet of any parcel used for multiple Registered Caregivers or any type of marijuana business (medical or adult use as may be permitted by the Town) may have more than one Registered Caregiver.

Article 4 – Medical Marijuana Registered Dispensaries

- 4.1 Administration. All Medical Marijuana Registered Dispensaries require a Conditional Use approval from the Planning Board per §3.1.3 of the Zoning Ordinance, and may require Site Plan approval per §4.1 of the Zoning Ordinance.

- 4.2 Permitted Activities. A Medical Marijuana Registered Dispensary operating within the Town of Hampden may include any of the activities included in Title 22 §2428 (1-A).
- 4.3 Location Requirements. A Medical Marijuana Registered Dispensary is permitted within the Industrial, Industrial 2, or Industrial Park zoning districts. A registered dispensary must be a minimum of 750 feet from the property line of a preexisting school.
- 4.4 Adequacy of Building for the Subject Use. The property and building for a Medical Marijuana Registered Dispensary shall be adequate to accommodate sufficient interior space so as not to have outside patient queuing on sidewalks, parking areas, and other areas outside of the building(s). The size of the inside waiting area shall be calculated at a minimum of 15 square feet per person based on total client capacity.
- 4.5 Maximum Number Within the Town of Hampden. No more than one Medical Marijuana Registered Dispensary may be located within the Town. In the event of multiple applications for Conditional Use, the first complete application received will be reviewed, and if denied and the decision is not appealed, then the next application received will be reviewed, etc. until an application is approved.
- 4.6 Hours of Operation. A Medical Marijuana Registered Dispensary shall only be open for business between the hours of 8:00 a.m. and 8:00 p.m. daily.
- 4.7 Consumption, Ingestion Or Inhalation Of Medical Marijuana. The consumption, ingestion or inhalation of medical marijuana on or within the property of a Medical Marijuana Registered Dispensary is prohibited; provided, however, that a Dispensary employee who is a registered patient, as that term is defined in 22 M.R.S.A. §2422(12), as the same may be amended from time to time, may consume medical marijuana inside the building(s) on the licensed property, if such consumption occurs via oral consumption and not by smoking. For purposes of this subsection, the term "licensed property" shall include the lot or parcel of land upon which the Medical Marijuana Registered Dispensary is located.
- 4.8 Limitations of Food Products. No food products shall be sold, prepared, produced or assembled by a Medical Marijuana Registered Dispensary except in compliance with all operation and other requirements of state and local law and regulation, including without limitation, food establishment licensing requirements. Any goods containing marijuana for human consumption shall be stored in a secure area.

Article 5 – Medical Marijuana Manufacturing Facilities

- 5.1 Administration. All Medical Marijuana Manufacturing Facilities require a Conditional Use approval from the Planning Board per §3.1.3 of the Zoning Ordinance, and may require Site Plan approval per §4.1 of the Zoning Ordinance.
- 5.2 Prohibited Activities. Medical Marijuana Manufacturing Facilities are not permitted to sell or otherwise transfer any product in any form directly to a patient; all such transfers must be made through a Caregiver, a Registered Caregiver, or a Registered Dispensary. No retail sales are permitted in the Town of Hampden except by a Registered Dispensary.

- 5.3 Location requirements. Tier 1 manufacturing facilities are permitted within the Industrial, Industrial 2, or Industrial Park zoning districts. Tier 2 manufacturing facilities are permitted in the Industrial or Industrial 2 zoning districts. A manufacturing facility must be a minimum of 750 feet from the property line of any preexisting school.
- 5.4 Maximum Number Within the Town of Hampden. No more than one Medical Marijuana Manufacturing Facility (Tier 1 or Tier 2) may be located within the Town. In the event of multiple applications for Conditional Use, the first complete application received will be reviewed, and if denied and the decision is not appealed, then the next application received will be reviewed, etc. until an application is approved.
- 5.5 Limitations of Food Products. No food products shall be sold, prepared, produced or assembled by a Medical Marijuana Manufacturing Facility except in compliance with all operation and other requirements of state and local law and regulation, including without limitation, food establishment licensing requirements. Any goods containing marijuana for human consumption shall be stored in a secure area.

Article 6 – Medical Marijuana Testing Facilities

- 6.1 Administration. All Medical Marijuana Testing Facilities require a Conditional Use approval from the Planning Board per §3.1.3 of the Zoning Ordinance, and may require Site Plan approval per §4.1 of the Zoning Ordinance.
- 6.2 Location Requirements. Medical Marijuana Testing Facilities are permitted in the Industrial, Industrial 2, and Industrial Park zoning districts. A testing facility must be a minimum of 750 feet from the property line of any preexisting school.
- 6.3 Maximum Number within the Town of Hampden. No more than three Medical Marijuana Testing Facilities may be located within the Town. In the event of multiple applications for Conditional Use, the first complete application received will be reviewed, and if denied and the decision is not appealed, then the next application received will be reviewed, etc. until an application is approved.

Article 7 – Adult Use Cultivation Facilities

7.1 Administration. All Adult use Cultivation Facilities require a Conditional Use approval from the Planning Board per Article 3.1.3 of the Zoning Ordinance and may require Site Plan approval per Article 4.11 of the Zoning Ordinance.

7.2 Location Requirements

7.2.1 Tier 1 and Tier 2 Adult Use cultivation facilities are permitted in the Rural, Commercial Service, Industrial, Industrial 2, and Industrial park zoning districts.

7.2.2 Tier 3 and Tier 4 Adult Use Cultivation Facilities are allowed in Industrial, Industrial 2, Industrial park zoning districts.

7.2.3 All Adult Use Cultivation Facilities must be a minimum of 1000 feet from the property line of any preexisting school.

7.3 Maximum number within the Town of Hampden. No more than two Adult Use Cultivation Facilities may be located within the Town. One facility for tier 1 and tier 2 and one facility for tier 3 and tier 4. In the event of multiple applications for Conditional Use, the first

complete application received will be reviewed, and if denied and then decision is not appealed, then the next application received will be review, etc. until an application is approved.

7.4 No Adult Use Marijuana Storefront Retail is permitted in Hampden.

Article 8 – Adult Use Manufacturing Facilities

8.1 Administration. All Adult Use Manufacturing Facilities require a Conditional Use approval from the Planning Board per Article 3.1.3 of the Zoning Ordinance and may require Site Plan Approval per Article 4.1 of the Zoning Ordinance.

8.2 Prohibited Activities. Adult Use Manufacturing Facilities are not permitted to sell or otherwise transfer any product in any form directly to consumers. No retail sales are permitted in the Town of Hampden except by a Registered Dispensary.

8.3 Location Requirements. All Adult Use Manufacturing Facilities are permitted within the Industrial, Industrial 2 and Industrial Park zoning districts.

8.4 Maximum Number within the Town of Hampden. No more than one Adult Use Manufacturing Facility may be located within the Town. In the event of multiple applications for Conditional Use, the first complete application received will be reviewed, and if denied and the decision is not appealed, then the next application received will be reviewed, etc. until an application is approved.

8.5 Limitations of Food Products. No food products shall be sold, prepare, produced, or assembled by an Adult Use Manufacturing Facility except in compliance with all operation and other requirements of state and local law and regulation, including without limitation, food establishment licensing requirements. Any goods containing marijuana for human consumption shall be stored in a secure area.

8.6 No Adult Use Marijuana Retail Storefronts are permitted in Hampden.

Article 9 – Adult Use Testing Facilities

9.1 Administration. All Adult Use Marijuana Testing Facilities require a Conditional Use approval from the Planning Board per Article 3.1.3 of the Zoning Ordinance and may require Site Plan approval per Article 4.1 of the Zoning Ordinance.

9.2 Location Requirements. Adult Use Marijuana Testing Facilities are permitted in the Industrial, Industrial 2, Industrial Park and Commercial Service zoning districts. A testing facility must be a minimum of 750 feet from the property line of any preexisting school.

9.3 Maximum Number within the Town of Hampden. Nor more that one Adult Use Testing Facility may be located within the Town. In the event of multiple applications for Conditional Use, the first complete application received will be reviewed, and if denied and the decision is not appealed, then the next application received will be reviewed, etc. until an application is approved.

Article 10 – Performance Standards (Applicable to all marijuana activities regulated by this ordinance)

- 10.1 All applicable state and local laws and regulations must be complied with by anyone conducting any activity related to marijuana.
- 10.2 No outside cultivation, processing, or storage of marijuana, marijuana products, or related supplies is permitted with the exception of home cultivation for personal adult use marijuana.
- 10.3 No marijuana or paraphernalia shall be displayed or kept so as to be visible from outside the building(s).
- 10.4 For all applications before the Planning Board, Class II Buffers in accordance with §4.7.2 Buffers and Landscaping shall be provided along each lot line or at least along each line of the developed area of buildings and parking areas. The Planning Board may, at their discretion, waive this requirement only if they find the location of the proposed marijuana business (medical or adult use) is such that buffers are not necessary to protect abutters or the general public.
- 10.5 All buildings, including greenhouses, used for marijuana activities (including cultivation) must have an odor mitigation system in place prior to starting any operations. Applicants must demonstrate appropriate measures, such as carbon filtration, ventilation, and exhaust systems, facility plans, or other practices adequate to mitigate odors such that they are not detectable at the property line. For Registered Caregivers operating within a multi-family building, odors must not be detectable at the exterior of the unit where the Registered Caregiver operation is located.
- 10.6 Signage is permitted in accordance with §4.7.5 of the Hampden Zoning Ordinance, with the following exceptions:
 - 10.6.1 For Registered Caregivers, the only information permitted on such signage is the name of the property owner, the address of the property, and the words “Medical Marijuana Registered Caregiver Facility.”
 - 10.6.2 For any other marijuana business (medical or adult use), any signage is limited to displaying the following information: name of business, logo of business, address of business, hours of operation, and contact information. No other advertising of marijuana or marijuana products may be displayed on any sign in any publicly visible location. If a business logo includes an image or graphical representation of the marijuana plant or any marijuana product, it must not exceed 20 percent of the area of the sign face.
 - 10.6.3 Signage must not make any claims of health or physical benefit, and must not be designed to appeal specifically to people under the age of 21.
 - 10.6.4 No changeable signs as permitted in §4.7.5.2.8 of the Zoning Ordinance are permitted. This includes electronic message center signs.
 - 10.6.5 No temporary event signs as permitted in §4.7.5.3.8 of the Zoning Ordinance are permitted.
 - 10.6.6 All portable signs including feather signs and sandwich board signs are prohibited.

- 10.6.7 These restrictions apply to signage installed outdoors and on the inside of windows (facing outwards), including windows within doors.
- 10.6.8 No signage related to any marijuana activity or business is permitted within 1,000 feet of a preexisting school or within 750 feet of a place of worship, a daycare, daycare facility, or child care center as those terms are defined in the Hampden Zoning Ordinance, or a recreational area designed for use by children up to 18 years of age.
- 10.7 Measures must be made to prevent smoke, debris, dust, fluids, and other substances from exiting the property upon which a Registered Caregiver operation or marijuana business (medical or adult use) is conducted.
- 10.8 Measures must be made to limit noise emanating from the facility from exceeding normal noise levels for the vicinity as measured at the property line. Such noise could be from mechanical ventilation systems, equipment, vehicles, or other items which are atypical for the area. For example, a facility with multiple caregivers operating in the Rural district near residential properties must mitigate noise from fans.
- 10.9 Security Measures must meet or exceed the following:
 - 10.9.1 Security surveillance cameras installed and operating 24 hours a day, 7 days a week, with 30 day video storage, to monitor all entrances, along with interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises.
 - 10.9.2 All exterior doors and any other access points must have deadbolt locks, except windows which must have locks and bars to prevent entry from the outside.
 - 10.9.3 Door and window intrusion alarm system with audible alarm and Public Safety Department notification components that are professionally monitored and maintained in good working condition.
 - 10.9.4 A locking safe or its functional equivalent permanently affixed to the premises that is suitable for storage of all marijuana products and cash stored overnight on the premises.
- 10.10 Due to fire, explosion, and other hazards inherent in marijuana cultivation and manufacturing facilities, including but not limited to heavy electrical loads, hot lighting fixtures, CO² enrichment, extraction solvents (e.g. acetone, butane, propane, ethanol, heptane, isopropanol, CO², etc.), high pressure extraction methods, and flammable contents, the owner must agree to annual inspection by the Hampden Fire Department, and furthermore must install a Knox Box at each locked entry (e.g. gate, door) for emergency access. Installation of Knox Boxes must be done in coordination with the Hampden Fire Department.
- 10.11 Disposal. All marijuana operations must provide for the safe, sanitary, and secure disposal of any by-products or materials resulting from the operation, and must submit an operations plan to the Planning Board with the site plan or conditional use application which details how such by-products or materials will be disposed of.

Article 11 – Local Licensing

11.1 Registered Caregivers and Medical Marijuana Businesses

11.1.1 Each Registered Caregiver or Medical Marijuana Business must obtain a license from the Town Manager to operate within the Town of Hampden. Caregivers who are not registered with the State are not required to obtain a license under this ordinance. Licenses are not transferable to any other person or entity, or to any other location.

11.1.2 Procedure:

11.1.2.1 Applicants must submit three copies of the completed application form, available from the Town Clerk, along with any supplemental documentation and the application fee per the Fees Ordinance.

11.1.2.2 The Town Manager must forward copies of the application to the Public Safety Director and Code Enforcement Officer for review, and the Public Safety Director and Code Enforcement Officer may submit written comments in response within 14 days. The Town Manager must consider these comments, the application, and other material the Town Manager deems relevant, and determine whether the application has obtained applicable Planning Board approval(s) and has provided sufficient assurances that the application meets all conditions of said approval(s).

11.1.2.3 The treasurer and tax collector must certify that all overdue sewer service charges (if applicable) and personal property taxes are paid in full, as of the date of the application. Failure to meet these requirements are grounds for denial of the application.

11.1.2.3 Within 14 days of receipt of all comments from staff, the Town Manager must approve or deny the license application, or request additional information from the applicant to ascertain compliance with all applicable provisions of this ordinance.

11.1.2.4 Applications and related documents for registered caregivers are to be kept confidential by the Town.

11.1.3 License expiration and renewal. A license is valid for a period of one year from the date of its issuance. An application for renewal must be submitted to the Town Manager at least 45 days prior to the expiration of the existing license, along with the required fee per the Fees Ordinance. Registered Caregiver operations or Medical Marijuana Businesses that continue after the expiration of a license will be subject to enforcement action under this ordinance.

11.1.4 Revocation of License. A Registered Caregiver or Medical Marijuana Business license can be revoked by the Town Manager if the licensee is convicted of selling, furnishing, or giving marijuana in any form to a person who is not allowed to possess marijuana in accordance with the applicable state statutes, or for providing materially inaccurate or incomplete information, or if the state registration is terminated for any reason.

11.1.5 Appeals. Any appeal of a Town Manager decision may be made by an applicant to the Town Council by submitting a letter detailing the reason for the appeal. The Council may consider the appeal in executive session if it includes confidential information pursuant to state statutes. Any appeal of a Town Council decision is to be made to the Superior Court, in accordance with the requirements of Rule 80B of the Maine Rules of Civil Procedure.

11.2 RESERVED (Adult Use Marijuana Businesses) This article is reserved to facilitate future codification of regulations concerning these uses in the event the Town Council amends this ordinance and the Zoning Ordinance to allow such uses; it is not to be construed to allow said uses.

Article 12 – Enforcement

12.1 It is the duty of the Code Enforcement Officer to enforce the provisions of this ordinance pursuant to 30-A MRSA §4452.

12.2 It is unlawful for any person to violate any provision of this ordinance.

12.3 The penalties contained in 30-A MRSA §4452 will apply to any violation of this ordinance.

12.4 The Code Enforcement Officer has the right to enter any marijuana operation for the purpose of checking compliance with this ordinance.

12.5 Law Enforcement Officers may at any reasonable time conduct on-site inspections to ensure compliance with all applicable laws and conditions attached to any permit or license, and shall investigate all complaints of alleged violations of this ordinance.

Article 13 – Indemnification. By accepting a license issued pursuant to this ordinance, the licensee waives and releases the Town, its officers, elected officials, employees, attorneys, and agents from any liability for injuries, damages, or liabilities of any kind that result from any arrest or prosecution of any Registered Caregiver or marijuana business owners (medical or adult use), operators, employees, clients, or customers, by any state or federal official, for a violation of Federal laws, rules, and regulations. By accepting a license issued pursuant to this ordinance, the licensee agrees to indemnify, defend, and hold harmless the Town, its officers, elected officials, employees, attorneys, agents, and insurers against all liability, claims, and demands on account of any injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of the Town's licensing of a Registered Caregiver or marijuana business (medical or adult use).

Article 14 – Amendments

14.1 Initiation of amendments. An amendment to this ordinance may be initiated by:

14.1.1 The Town Council, provided a majority of the Council votes to initiate an amendment; or

14.1.2 Written petition of one hundred (100) registered voters of the town.

14.2 Public Hearing. The Town Council shall hold a public hearing on the proposed amendment. Notification of the hearing must be posted and advertised in a newspaper of general circulation in the town a minimum of 14 days prior to the hearing. In cases where an amendment has the potential to have a direct impact on an existing Registered Caregiver or marijuana business (medical or adult use), notification must also be mailed to all owners of said property and all owners of property within 500 feet of said property. All costs of notification for amendments submitted by petition must be paid by the petitioner; refusal to do so will result in no hearing and no action by Town Council on the petition.

14.3 Adoption of Amendment. An amendment to this ordinance requires a majority vote of the Town Council members present and voting.

14.4 Effective Date of Amendment. An amendment to this ordinance will become effective 30 days after adoption by the Town Council.

Article 15 – Severability.

If any section or provision of this ordinance is declared by the courts to be invalid, such decision will not invalidate any other section or provision of this ordinance.

Article 16 – Definitions

16.1 Construction Language. In this ordinance, certain terms or words shall be interpreted as follows: The word "person" includes a firm, association, organization, partnership, trust, company or corporation as well as an individual; the present tense includes the future tense, the singular number includes the plural, and the plural includes the singular.

16.2 As used in this ordinance, unless the context indicates otherwise, the following terms have the following meanings. Terms not specifically listed here which are listed in MRSA Title 28-B or Title 22 Chapter 558-C have the meanings provided in those laws. Terms not defined shall have the customary dictionary meaning in the Merriam-Webster print or online dictionary.

Adult Use Marijuana Business: A cultivation facility, a products manufacturing facility, or a testing facility for adult use marijuana.

Caregiver: A person or an assistant of that person that provides care for a qualifying patient in accordance with 22 MRSA §2423-A subsection 2.

Domicile: A person's fixed, permanent, and principal home.

Medical Marijuana Business: A registered dispensary, a manufacturing facility, or a testing facility for medical marijuana.

Property: A parcel or tract of land including all contiguous land in the same ownership, except that lands located on opposite sides of a public or private road are considered each a separate

tract or parcel of land unless the road was established by the owner of land on both sides of the road after September 22, 1971.

Registered Caregiver: A caregiver who is registered by the state pursuant to 22 MRSA section 2425-A.

School: For the purposes of this ordinance, "school" includes a public school, private school, or public preschool program as defined in 20-A M.R.S.A. §1, or any other educational facility that serves children from prekindergarten through grade 12.

Tier 1 Medicinal Manufacturing Facility: A medical marijuana manufacturing facility which may possess up to 40 pounds of harvested marijuana, including marijuana in various stages of processing, at any one time.

Tier 2 Medicinal Manufacturing Facility: A medical marijuana manufacturing facility which may possess up to 200 pounds of harvested marijuana, including marijuana in various stages of processing, at any one time.

Tier 1 Adult Use Cultivation Facility: Cultivation by a licensee of not more than 30 mature marijuana plants and an unlimited number of immature marijuana plants and seedlings; or not more than 500 square feet of plant canopy.

Tier 2 Adult Use Cultivation Facility: Cultivation by a licensee of not more than 2,000 square feet of plant canopy.

Tier 3 Adult Use Cultivation Facility: Cultivation by a licensee of not more than 7,000 square feet of plant canopy.

Tier 4 Adult Use Cultivation Facility: Cultivation by a licensee of not more than 20,000 square feet of plant canopy.

E-3-a



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: December 2, 2020
RE: Motor Vehicle Agent

When Wanda Libbey was working in the front office, I appointed her Motor Vehicle Agent as she had the most experience with Motor Vehicle and we had junior staff that was still learning. From that time until now, she has remained the agent in name; however, Amanda Day has been trained in the aspects of the motor vehicle reports, rapid renewal processing, and inventory maintenance. At this time, I would like to appoint Amanda Day as the Motor Vehicle Agent for the Town of Hampden which requires Council approval.



Matthew Dunlap
Secretary of State

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal/Agent Services

Patty A. Morneau
Deputy Secretary of State

Stephen P. Ashcroft
Director of Vehicle Services

MUNICIPAL BMV AGENT APPOINTMENT LETTER

The Municipality of **Hampden** wishes to appoint Amanda Day
(Enter name of new agent)

[REDACTED]
(DOB)

as the Agent ☒ or Agent & Tax Collector ☐ (Please check one)

in the **New Registration Level** program as a Motor Vehicle Municipal Agent.

The current agent, **Wanda Libbey** will be ending that position on 12 / 08 / 2022

and the new agent will begin on 12 / 08 / 2022

New Agent E-mail Address: amanda@hampdenmaine.gov

Has the New Agent completed training classes in the New Registration Level Program? YES ☒ NO ☐

Interim contact name, if any: _____

Please verify the following information. If incorrect, please draw a line through the incorrect information and provide us with the correct information. Please provide missing or omitted information in the space(s) provided.

Municipality Mailing Address
**106 WESTERN AVE
HAMPDEN, ME 04444**

Municipality Physical Address
**106 WESTERN AVE
HAMPDEN, ME 04444**

Municipality Inventory Shipping Address
**106 WESTERN AVE
HAMPDEN, ME 04444**

Municipality Hours of Operation
M-THUR 7:30 TO 6PM

Municipality Telephone #
207-862-3034

Municipality Fax #
207-862-5067

Municipality Email Address
INFO@HAMPDENMAINE.GOV

In order to be authorized as the Motor Vehicle Municipal Agent, we understand that under Title 29-A, this individual must be the municipal tax collector, or designated to collect excise taxes on vehicles for our municipality and must successfully complete the training program provided by the Bureau of Motor Vehicles.

New Municipal Agent _____ Date _____
(Signature required)

Municipal Official _____ Date _____
(Signature required)

Municipal Official _____ Date _____
(Signature required)



TOWN OF HAMPDEN

Recreation Department

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-6451

FAX 862-5067

November 24, 2020

To: Town Manager Paula Scott
From: Recreation Director Shelley Abbott
Subject: 2020 Recreation Plan Update


Please find the 2020 Recreation Plan attached for Council acceptance. The Recreation Committee and Recreation Department staff worked throughout 2020 (in person, electronically, and virtually) to provide this 5 year update of the 2015 Plan.

The 2020 Recreation Plan aligns goals and strategies from the 2020 Strategic Plan (accepted by Council in January 2020) with public survey data/feedback (summer 2020) and identifies Action Items for department focus for the next 5 year period, 2021-2026. The planning process is a lengthy undertaking but an efficient way to evaluate department services, refocus operations, and prioritize tasks.

I appreciate the ongoing support provided by members of the Recreation Advisory Committee, other youth sports organizations, and the general public to collaborate on the evaluation of current recreation opportunities for the Town of Hampden and anticipating and identifying potential needs or recreational trends for the future.

Thank you for your consideration and endorsement of our 2020 Recreation Plan Update.

Sincerely,


Shelley Abbott
Recreation Director



Town of Hampden Recreation Department

RECREATION PLAN

December 2020

Acknowledgements

The 2020 Town of Hampden Recreation Plan is the result of work by the Town's elected officials, staff, committee members, affiliated programs, and interested citizens. This plan could not have been completed without the patience, dedication and desire to serve all of the citizens of Hampden when representing the many opinions and perspectives of the individual contributors.

Our appreciation is extended to:

Town Council Members

Terry McAvoy, Stephen Wilde, David Ryder, Dennis Marble, Shelby Wright, Ivan McPike, Eric Jarvi

Recreation Committee Members

Nancy Fenders, Frank Pergolizzi, Jane Jarvi, Jason Sharpe, Stephanie Shayne, James Dyer,
Steven Brown, Josh Scroggins, Allene Ulko Frey

Town Staff Members

Shelley Abbott-Recreation Director, Jill McLaughlin-Assistant Recreation Director, Paula Scott- Town Manager

Other Contributing Organizations

Bronco Little League-Michael Levesque, Bronco Travel Basketball-Betsy Murphy, Bronco Youth Football-Julie Cote, Coldbrook Travel Soccer Club-Nichole Sirois

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Recreation Department Summary

Introduction

Recreation and open space are important to the residents in the community of Hampden. Recreation and open space planning is an exercise engaged to anticipate change, promote needed change and to control or direct recreational development in such a way to benefit the entire community. This plan presents background data and information that provides a physical and demographic profile of the Town of Hampden and identifies important characteristics, changes and future trends. Population shifts, new development, and changing attitudes towards leisure, have added additional pressures to the community's existing recreation and parks services, thus increasing the need for both short and long range planning. This plan update was created with input from community members, the Recreation Advisory Committee, and Town of Hampden staff, and is intended to serve as a guide in the planning and implementation of future recreation and park opportunities, and services.

Community Description

Hampden is located in southern Penobscot County, along the west bank of the Penobscot River and immediately south of the City of Bangor. It is bordered by the Town of Hermon and the City of Bangor to the north, the City of Brewer and the Town of Orrington (across the Penobscot River) to the east, the Town of Winterport to the south, the Town of Newburgh to the west, and the Town of Carmel to the northwest. Hampden is approximately 60 miles north of the City of Augusta, the capitol of Maine, and is 235 miles from Boston and 188 miles from St. John, New Brunswick.

Community Demographics

According to the 2017 Census estimates, there were 7314 people, and 2844 households, in the Town of Hampden. The median age in 2017 in the Town of Hampden was 43.2 years. The 2017 estimates show a slight increase in total population and a strong increase in median age in the Town of Hampden.

Source: <https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

2020 is the year for the decennial U. S. Census. Also known as the Population and Housing Census, the Decennial U.S. Census counts every resident in the United States. It is mandated by Article I, Section 2 of the Constitution and takes place every 10 years. The 2020 census will be the first census to offer a full internet response option. The results of the 2020 census will determine the number of seats for each state in the House of Representatives, which mirrors the number of delegates for each state in the Electoral College (less the two electoral votes allocated to each state regardless of population), for elections in 2022 to 2030. The Census Bureau is expected to deliver apportionment counts to the president in December 2020. There will be 7 questions included on the 2020 Census (below) and the 2020 Census is currently in progress.

1. The number of people living or staying at your home on April 1, 2020.
2. Whether the home is owned or rented.
3. The sex of each person in the household.
4. The age of each person in the household.
5. The race of each person in the household.
6. Whether a person in the household is of Hispanic, Latino, or Spanish origin.
7. The relationship of each person in the household to each other.

Source: https://en.wikipedia.org/wiki/2020_United_States_Census

The 2020 Census numbers will provide relevant planning data for the Town of Hampden. The forthcoming 10 year data will allow the recreation staff to look at total population, how it may have changed, and the population breakdown by age group. These numbers are valuable in evaluating current services and helpful in predicting future needs for department programming and services, especially if any trends are notable between the 2010 and 2020 Census data.

Administrative Structure

The Hampden Recreation Department is a year round department of the Town of Hampden with three full time staff and several part time and seasonal staff. In addition to these paid positions, the department is supported by many volunteers.

The Department Director reports to the Town Manager. Job responsibilities for the Department Director include supervision of the Assistant Recreation Director, Recreation Programmer, and all part time staff, oversight of department operations including the Skehan Recreation Center, liaison to affiliated programs of the town, and provision of support to the Assistant Recreation Director and Recreation Programmer for programming, advocacy, and collaboration.

The Assistant Recreation Director assists the Recreation Director with the daily operations and administrative work in planning, developing, scheduling, directing, and implementing a year round comprehensive recreation program. This position is primarily in charge of the administration of the before and after-school program, summer camp program with the assistance of the program staff, and special events. The Assistant Recreation Director acts as the Recreation Director in the Director's absence.

The Recreation Programmer position was added in the fall of 2017. The Recreation Programmer assists the Recreation Director and Assistant Recreation Director with the daily operations, administrative work in planning, developing, scheduling, directing, and implementing a year round comprehensive recreation program. This position is primarily in charge of team sports programming for both youth and adults.

At the present time, part time staff are utilized within the recreation department as building supervisors for the Skehan Center, program instructors, program supervisors for volunteer led programs, sports officials, and support staff for the department operations and programming.

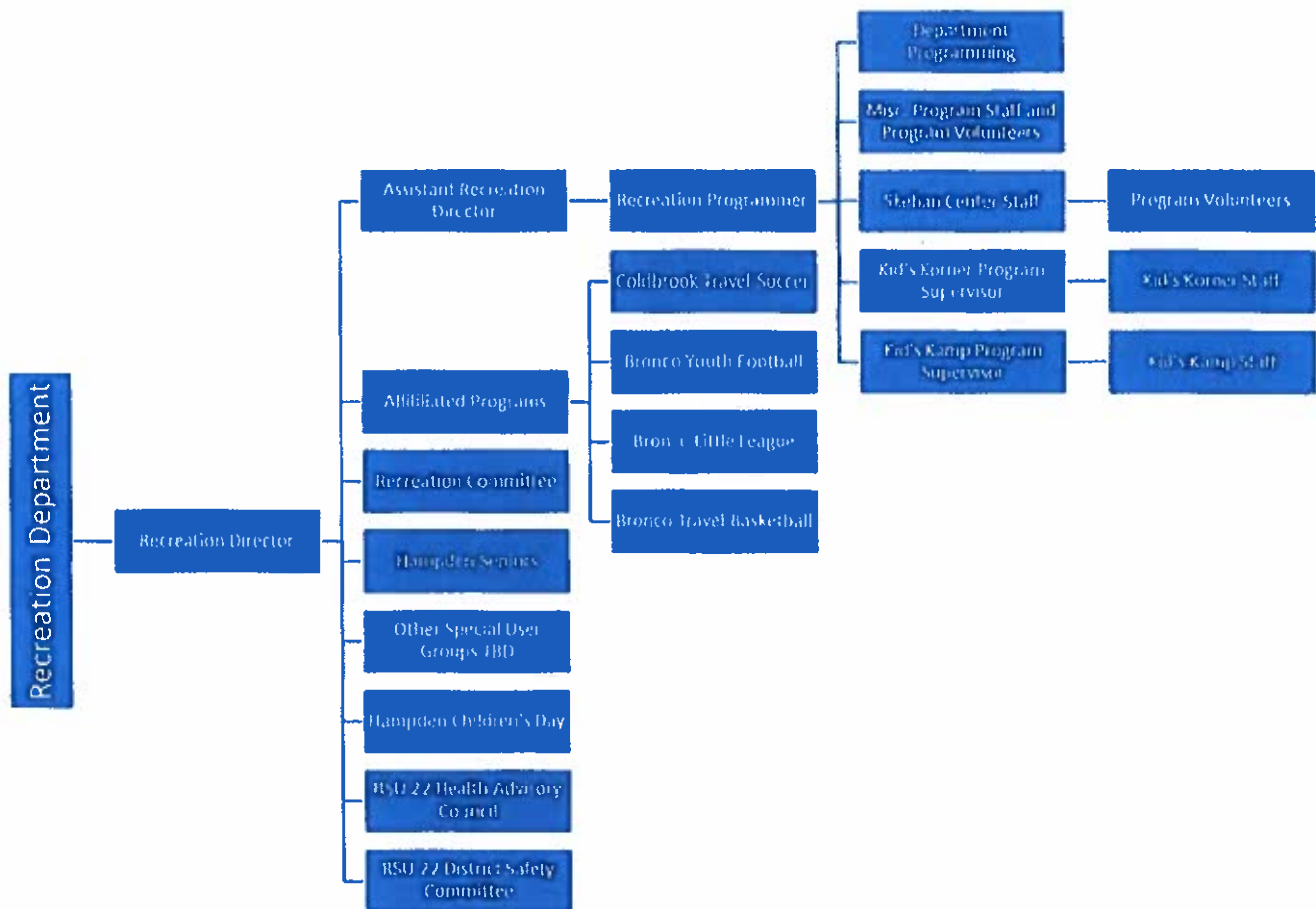
The Recreation Department works closely with the Recreation Committee. This citizen volunteer committee is an advocacy group for the Recreation Department, and is appointed by the Hampden Town Council, after an application and interview process. Terms for this committee are 3 years in length.

The Recreation Department relies heavily on community volunteers for support with programming. Volunteers provide class instruction, program supervision and support, and youth sports coaching. Additional information on volunteer service hours can be found in the following text under the Recreation Plan Heading Volunteer Support.

Currently parks, trails, and open space services are staffed and overseen jointly by the Department of Public Works Department and the Recreation Department. The Department of Public Works provides minimal maintenance and upkeep of the areas, with the Recreation Department acting as the point of contact for these areas. Current staffing levels and work load in each department prevent further promotion, routine maintenance, and organization of volunteer Friend group activities that would benefit these areas tremendously.

The Lura Hoyt Memorial Pool is a stand-alone department within the organizational structure of the Town of Hampden. The pool is staffed with a full time Director and Assistant Director, and numerous part time staff

The following is the current department organizational chart for the Recreation Department.



Department History

The Hampden Recreation Department started out as a part time summer department offering programming for children during their summer school break. In the late 1990's the department became a full time service of the Town of Hampden.

For years recreation in Hampden was a function of the Hampden Recreation Committee. The programs were run mostly by volunteers during the school year with a paid Program Coordinator in the summer. Youth sports programs dominated the efforts during the school-year with a small after-school program. Summer activities included weekly trips, arts and crafts and a swimming program. Programming during the early days focused on school age children in many team sports. Programs were hosted outdoors at Town-owned facilities and in SAD (currently RSU) 22 Hampden school facilities.

In the mid 90's the town council evaluated the recreation offerings from the town. It was determined that more was needed. In 1996 the town hired the first part-time Recreation Director and in July of 1998 made the position full time. With the addition of this new full time department a full slate of year round programs began utilizing town owned and Hampden SAD 22 schools. As programs and community needs continued to expand, a part time Assistant Director was added in 1999 and that

position was made full time in 2000. Kids Korner, the department's before and after-school program, had transformed into an important and well liked alternative to daycare and was expanded in 2001 to have its own full-time director. Kids Korner expanded in 2006 to include two schools in the afternoon, and in 2013 to include two schools in the morning and additional afterschool slots.

In the fall of 2012, the ownership of the old Hampden Academy complex was transferred to the Town of Hampden. In the early winter of 2012, the Hampden Recreation Department began utilizing space in the Skehan Center (old Hampden Academy New Gym) on a trial basis while the town determined what it would do with the complex. The space that was used during this time was the gymnasium, the music room, the locker rooms, the old weight room, Skehan Center lobby, and other storage and office space.

In September of 2013, ownership of the old Hampden Academy complex was transferred to Historic Hampden Academy LLC. At this time the town entered into a lease agreement with the LLC to allow the Hampden Recreation Department to remain in the Skehan Center space for \$1 per year. This was for a five year period, and was renewable. The space included in the current lease is the above mentioned areas with the exception of the former band classroom space, which was retained by HHA LLC for their own rental potential. The lease requires the Hampden Recreation Department to maintain the buildings current operating systems, pay its own utility costs, and contribute (based on square footage) to expense items related to the ownership of the complex (e.g. taxes, insurance, sprinkler system). In addition, the Town of Hampden also mows the complex grounds, and plows, sands and salts the driveways and parking lots.

In October of 2013, department staffing was reduced with the resignation of the Director. With the added expenses associated with operations at the Skehan Center facility, the full time staff position was not able to be re-filled. Job responsibilities for the unfilled position were divided amongst the remaining two full time staff.

In the fall of 2017, a third full time position was added to help with ongoing programming. The newly created position was a key in continuing the successful growth of department programming. This position allowed for expansion of programs for both youth and adults, while also providing support to daily department operations.

In the fall of 2018, the 5 year lease term with Historic Hampden Academy LLC. was completed and has renewed on an annual basis in both 2018 and 2019. Department operations continue to be based out of the Skehan Recreation Center leased space.

During the 2019-2020 school year the Kid's Korner program was relocated to the Skehan Center space. This move has necessitated some schedule changes at the Skehan Center and thus has limited other programming and rental opportunities that had been typical prior to the program's relocation. In addition to the schedule changes, the move also has further limited program capacity due to student bussing provided by RSU 22.

In the spring of 2020, the US experienced the Covid-19 (coronavirus) pandemic, canceling programs and rentals and shutting down department operations for an extended period of time due to the social distancing recommendations and requirements of the CDC. These events while significant are noted in the department history due to the impact that it has had on the department expense and revenue budgets for fiscal year 2020. The complete closure lasted from mid-March through the end of May 2020. The department was able to open under the State of Maine Phase 2 Plan in Restarting Maine's Economy on June 1, 2020, with limited hours and limited programming meeting social distancing requirements and gathering size.

Department Programming

The Hampden Recreation Department currently offers five programming sessions each year. Each session varies in length from 5 to 8 weeks. These sessions offer a wide variety of options for a multitude of ages with choices that are offered on a drop in basis or for a predetermined program length with registration. Programs include team sports, individual sports, health and wellness, family and arts programming, and vary seasonally.

Currently, the department utilizes the Skehan Recreation Center for indoor program opportunities. Outdoor programming utilizes town owned space and RSU 22 spaces.

Appendix A contains a program listing and program attendance for the past five years (2014/2015-Winter I through 2019/2020 Winter I programming) and includes both drop in programming and session registration information for comparison.

Volunteer Support

The Hampden Recreation Department utilizes volunteers to provide support with department programming year round. This type of support has been utilized from the early days of the Hampden Recreation Department (when it was only a summer part time program) through today. Volunteers provide class instruction, program supervision and support, and youth sports coaching. Many of these volunteers are parents of participants in the program session for which they volunteer, or high school students who often participated in recreation programming in the past. Most of the volunteers who give their time are current residents of the Town of Hampden.

The Recreation Department could not provide the current number of programs offered or to the current level of participation of these programs without the assistance of volunteers. The following chart illustrates the volunteer support and value of that support for the Winter I 2014-2015, through Winter I 2019-2020.

Program Session	# of Volunteers	Hours Contributed	Total Time Contribution	Monetary Value of Volunteer Work @ minimum wage.
Winter I 2014-2015	17	2 @ 8 weeks	272 hours	\$2040.00
Winter II 2015	0			
Spring 2015	4	2 @ 6 weeks	48 hours	\$360.00
	4	3 @ 6 weeks	72 hours	\$540.00
Summer 2015	0			
Fall 2015	19	2 @ 7 weeks	266 hours	\$1995.00
Winter I 2015-2016	19	2 @ 8 weeks	304 hours	\$2280.00
Winter II 2016	0			
Spring 2016	10	2 @ 6 weeks	120 hours	\$900.00
Summer 2016	1	4 @ 8 weeks	32 hours	\$240.00
Fall 2016	22	2 @ 7 weeks	308 hours	\$2310.00
Winter I 2016-2017	14	2 @ 8 weeks	224 hours	\$1680.00
Winter II 2017	0			
Spring 2017	10	2 @ 6 weeks	120 hours	\$1080.00
Summer 2017	3	4 @ 8 weeks	96 hours	\$864.00
Fall 2017	17	2 @ 7 weeks	238 hours	\$2142.00
Winter I 2017-2018	20	2 @ 8 weeks	320 hours	\$2880.00
Winter II 2018	0			
Spring 2018	8	2 @ 6 weeks	96 hours	\$960.00
Summer 2018	4	4 @ 8 weeks	128 hours	\$1280.00
Fall 2018	21	2 @ 7 weeks	294 hours	\$2940.00
Winter I 2018-2019	19	2 @ 8 weeks	304 hours	\$3040.00
Winter II 2019	0			
Spring 2019	9	2 @ 6 weeks	108 hours	\$1188.00
Summer 2019	2	4 @ 8 weeks	64 hours	\$704.00
Fall 2019	16	2 @ 7 weeks	224 hours	\$2462.00
Winter I 2019-2020	20	2 @ 8 weeks	320 hours	\$3520.00
Running Program-Spring 2015-Spring 2017	1	1 @ 16 weeks	16 hours	\$144.00
Yoga Instruction Fall 2017-Spring 2018	1	38 weeks	38 hours	\$342.00
Senior Fitness Instruction Winter I 2014/15-Winter I 2019/20	1	3 @ 250 weeks	750 hours	\$6750.00
	262		4762 hours	\$42641.00

Note: Team Sports Includes Head Coaches Only, No Assistants or Extra Parent Volunteers Included.

Affiliated Program Organizations and Friends Groups

The Hampden Recreation Department works closely with many other town organizations that provide additional recreational opportunities to youth and adults looking for services beyond levels that the Recreation Department currently provides. Many of these groups are governed through a Board of Directors (volunteer) and receive some sort of assistance from the town such as acting as financial agent for the organization, allowing use of town-owned field space, or contributing to the organization

through staff support. In exchange for this town support, the organizations are required to submit an Affiliate Program Agreement annually, and agree to follow the guidelines in the Affiliated Program Agreement.

Currently, the following organizations are considered Affiliated Programs of the Hampden Recreation Department: Bronco Youth Football, Bronco Little League, Bronco Travel Basketball, and Hampden Children's Day.

Several once active "Friends" volunteer groups that were providing park maintenance, park clean up, and beautification efforts are now defunct. Over the years, these Friend groups had met on an as needed basis to give their time in completing tasks. Many of these volunteers were residents who live nearby to these park areas or who are interested in giving back to their community. As monies and resources grow tighter in the community an attempt to relaunch "Friends" groups should be a priority to help foster a source of pride and community in the wonderful green spaces that make our town so unique.

Appendix B contains a cumulative chart for participation levels for Affiliated Programs, other community sports organizations and Recreation Department programs from 2019.

Department Budget Structure

The Hampden Recreation Department currently operates as a taxation based municipal department. The Taxation Budget supports staffing, program expenses, department operations, and utilities and maintenance. The fiscal year for the Recreation Department runs July through June. Taxation Budget requests are made and reviewed by the Town Council in May each year, and acted upon in June during the finalization of the budget process. Program fees, sponsorships, concession sales and rental income revenue help offset the department's taxation budget as part of the town's overall revenue budget.

Recreational Land/Facilities-Town Owned

Dorothea Dix Park

Dorothea Dix Park is located on Main Road South. It is marked at the front of the park by a stone wall and archway. This property was the birthplace of Dorothea Dix who was known for her work in the 19th century in the reform of mental health facilities, the penal system and as the Superintendent of Nurses for the Union Army during the Civil War. This 23 acre parcel runs from Main Road South to the Penobscot River (front to back) and consists of a front groomed park area and trail leading to an overlook of the Penobscot River. Included on this site are two covered picnic shelters, picnic tables, hibachi grills, trash receptacles, handicap accessible portable toilet rental (seasonal), water fountain for drinking water, a few small playground pieces, flag pole, and a small storage shed housing water meter and backflow device. A Friends Group of area residents and park users was active in the past

with park clean ups. The Hampden Garden Club maintains the gardens onsite for the Town of Hampden.

Papermill Road Recreation Area

Papermill Road Recreation Area is a natural park area located along the banks of the Souadabscook Stream, and is accessed from a small parking lot and gated entrance off the Papermill Road. This 5 acre parcel includes a small stream beach access, a circular drive, and a portable toilet rental (seasonal) at the entrance. Due to its secluded location, wildlife is abundant. A new trail is being developed by the friends group. A Friends Group of area residents and park users has been active year round in the past with upkeep, clean up, maintenance, and mowing efforts.

Western Avenue Recreation Area-Lura Hoit Memorial Pool

The Western Avenue Recreation Area is a park and multi-sports field complex located adjacent to the Lura Hoit Memorial Pool on Western Avenue. This 43 acre Recreation Area contains both active and passive recreation opportunities which includes the Lura Hoit Memorial indoor swimming pool, two sand volleyball courts, commercial playground equipment for 2-12 year olds, a gazebo, picnic areas, flower gardens, a trail from the sports field to the town office, and multi-purpose field space. This recreation area received grant funding through Project Canopy in 2009 to plant native trees and shrubs in the park, and in 2007 from the Melanoma Foundation of New England and the Maine Cancer Consortium-Skin Cancer Workgroup for the relocation of the town gazebo to this parcel for greater public accessibility, and shade. In addition to the recreation area accessed at 146 Western Avenue, the same 43 acre parcel includes the Municipal Building, pipeline access, and the Hampden Post Office, accessed at 106 Western Avenue. Currently the parcel is going through a multi-phased project to increase facility parking and improve patron safety. This project permitted with Maine DEP in June of 2019, will add 100 additional parking spaces, site storm water devices and restore programming to three field spaces operating simultaneously. In addition, a new storage facility has been added in the summer of 2020 to replace current aging storage and a former shed that was dismantled to make way for the new parking area.

Turtle Head Marina Park

This 9 acre piece contains a public boat launch, parking, 3 walking trails (one paved, and 2 barked), and a portable toilet rental (seasonal) at the parking lot trail entrance. It was redeveloped in 2014 after a land swap with Hamlin's Marina and a grant from Chevron.

The Whitcomb Baker VFW Recreational Facility

This 11 acre piece was donated to the town in 1962, by the VFW. This site contains two lit tennis courts, a bocce ball court, 3 outdoor basketball courts, seasonal batting cage, 2 little league sized baseball fields, ballfield dugouts, concession stand, storage, multiple parking lots, and restroom facility.

Land in this area is very wet, and drainage is poor. Areas of concern for this facility are ongoing vandalism due to its secluded location, and tennis and basketball court surface shifting and cracking.

Ballfield Road Softball Field

This 3 acre piece located on the Ballfield Road has a full size lit softball field located on one side of the road with two dugouts, seasonal batting cage, and a concession and storage building and parking on the opposite side. Currently this is the only full size lighted field space available for nighttime town programming as well as the only town-owned softball facility. This property was given to the Town of Hampden by the Jaycees. For many years there was no dedicated parking for this field so negotiations were made with the Diconzo family to acquire the lot opposite the field for facility parking.

Skehan Recreation Center

This facility is a leased space from Historic Hampden Academy LLC. Located in the former "new gym" portion of the old Hampden Academy, this center includes two side by side basketball courts, 2 small classroom areas, office space, storage, and locker and bathroom spaces. Recreation Department operations are based out of this location. With the addition of this space in late 2012 (originally acquired by the Town before ownership was transferred to HHA LLC in September of 2013) the Recreation Department was able to expand year round indoor programming offerings during day hours to populations previously underserved when the department exclusively used RSU 22 facilities. Areas of concern for the Skehan Recreation Center included limited parking availability (the complex shares parking with other business tenants), and building layout challenges (office space far away from facility entrance, and classroom space located directly off the gymnasium).

Below is a cumulative table of the recreation facilities (town owned, RSU 22 owned, and privately owned) and the opportunities they provide to recreational users of the Hampden area.

RECREATION FACILITIES		
TOWN FACILITIES		
VFW	2	little league fields
	2	basketball courts
	1	Bocce ball court
	1	batting cage
	2	tennis courts (with pickleball court lines)
Dorothea Dix Park	6	picnic sites tables grills
	2	covered picnic shelters
		swings
	1	trail (multi-loop)
Skehan Recreation Center	2	indoor basketball courts
Ballfield Road Softball Field	1	softball field
	1	batting cage
Papermill Road Recreation Area	1	beach (No swimming)
Turtle Head Marina Park	2	boat launch ramps
	1	trail with 2 side loops

RECREATION FACILITIES

Western Avenue Recreation Area and Lura Holt Memorial Pool	1	gazebo
	2	playground structures (ages 2-5 and 5-12)
	1	multi-purpose field
	1	trail
	1	indoor swimming pool
	2	beach volleyball Courts

RSU 22 RECREATION FACILITIES

Hampden Academy	1	8 lane track with field hockey field in center
	1	artificial turf football (multi-sport) field
	1	practice football grass field (geothermal wells under)
	2	baseball Fields
	4	tennis courts
McGraw School	1	playground
	4	basketball hoops
	1	multi-purpose play space
		swings
Reeds Brook Middle School	1	Trail (multi-loop)
	1	soccer field grass
	1	softball field

PRIVATE RECREATION FACILITIES

Armstrong Tennis (private tennis club)	4	indoor tennis courts or 8 Pickleball courts
H.O. Bouchard Property	3	multi-purpose fields - slated for possible development in the future
Hampden Country Club	1	nine hole golf course
Hampden Rifle Club	1	firing range
Camp Pierce Webber (Bangor Y)	1	seasonal recreational facility
	1	ropes course
	1	zip line
	1	playground
	1	multi-purpose field
	1	swimming pool
Historic Hampden Academy LLC	1	multi-purpose field (by permission)
Hampden Snowmobile Club	1	town wide trail system (by permission)

Description of the Planning and Public Input Processes

The development of this Hampden Recreation Department Recreation Plan included the following steps:

1. Recreation Director and Recreation Advisory Committee Complete update of Strategic Plan 2020-2025. November 5, 2019 work meeting. Working draft prepared by group.

2. Recreation Director prepared draft for review of Recreation Committee meeting on January 9, 2020. Draft accepted as presented.
3. Recreation Director presented Hampden Town Council with 2020-2025 Recreation Department Strategic Plan for endorsement at the January 21, 2020, Council meeting. Motion to endorse passed unanimously 6-0-0.
4. Recreation Director sends electronic copy of REC PLAN 2015 on January 10, 2020, to Recreation Advisory Committee for review in advance of next committee work meeting tentatively planned for April 2020 TBA.
5. Recreation Department closes office and Skehan Center due to COVID-19 pandemic, March 24-May 31, 2020. Staff continue to work from home during the closure.
6. Recreation Director completes sample survey with Survey Monkey tool for feedback from Recreation Advisory Committee based upon the 2014/15 Survey Monkey tool used in the 2015 Recreation Plan for direct comparable. An additional list of sample questions from the 2005 surveys were also included in the email narrative for consideration to be added. Survey link emailed March 24, 2020.
7. Town of Hampden purchases Survey Monkey user license (1 year) for public survey to update 2020 Rec plan on April 27, 2020.
8. Recreation Department reopens to public with limited hours and limited programming on June 1, 2020. New policies and procedures in place.
9. Recreation Director sets next Recreation Committee Meeting for June 25, 2020, in person or virtually via Google Meet. Meeting agenda includes status update on process of plan update and discussion on finalizing survey tool questions for public opinion mechanism. Discussion will also include when and how to invite public survey participation.
10. Recreation Director compiles feedback from Recreation Committee Advisory Committee and provides a 2nd Draft of the Survey Monkey tool for consideration at the Recreation Committee Advisory Meeting scheduled for June 25, 2020. Sample emailed to committee on June 18, 2020.
11. Recreation Committee Meeting June 25, 2020 held. Draft survey was reviewed with feedback due by June 30. Survey to go live on July 1 and be open online for responses through July 31, 2020. Responses will be available at next Recreation Committee meeting to formulate 2020 update of goals, strategies, and action items.
12. Survey Monkey tool went live on July 1, 2020, at 10:45 AM. Participation invites were made via Constant Contact email marketing (3261 addresses), through the two department Facebook pages, the home page of www.hampdenrecreation.com, and on the town website Recreation Department page.
13. Email sent to Town Council, Recreation Committee, and Town staff inviting participation in public Rec Plan update survey and requesting this information be shared by them.
14. Email sent to Beth Frost, Director of Avalon Village, at request of Jane Jarvi, for survey information to be promoted to residents of Avalon.
15. Facebook reminders for Survey Completion July 13, 2020 requested by July 31, 2020.
16. Facebook reminders for Survey Completion July 22, 2020 requested by July 31, 2020.

17. Survey Monkey tool closed by Recreation Director on 8/3/20 at 8:13 am. There were a total of 138 respondents during the period the tool was live.
18. No paper copies of the Survey Monkey tool were returned. No manual entering of survey data was necessary in 2020.
19. Survey results were analyzed via the Survey Monkey website and printed for inclusion in the 2020 Recreation Plan Update on 8/25/20.
20. Recreation Advisory Committee meeting discussion of draft plan and survey results on 10/1/20.
21. Recreation Advisory Committee Workshop to finalize Goals, Strategies, and Action Items on 11/12/20.
22. Final electronic edits with Recreation Committee and forward to Council for 12/7/20 meeting for acceptance by Hampden Town Council.

Appendix C contains the survey tool utilized and the results received at the conclusion from Survey Monkey from August 3, 2020.

Recreation Department Action Plan 2021-2025

Recreation Department Mission:

The Hampden Recreation Department will enrich the lives of our citizens through recreation experiences for all ages in the Town of Hampden.

Recreation Department Vision:

Committed to facilitating and coordinating quality recreation programs, services, special events, and providing well maintained public facilities, for positive enrichment opportunities for the Town of Hampden.

Goals and Strategies

Developing goals and strategies is an important part of the recreation planning process. The overall goal of a recreation department is to provide recreational opportunities for the community/and or region it serves. More specific goals must be based upon the demographic characteristics of the population served, the physical and environmental characteristics of the area, and the input of the community.

Goals are the broadest level. They are overreaching and general. Strategies are planned ways to work towards achieving the goal. The Action Plan is the last level and it identifies specific projects and programs. The action plan can include organizational, staffing, programming, public information, and operation and maintenance actions. The Hampden Recreation Department identified the following goals and strategies based upon the characteristics of the overall community, the survey results, and with input received from committee participants during the planning process.

Goals and Strategies:

In support of the Recreation Mission, the Hampden Recreation Department has the following goals and strategies:

Goal A:

Maximize use of existing department facilities.

Strategies:

- A1.** Increase the number of programming opportunities to make use of spaces during off-peak hours.
- A2.** Promote rental opportunities for facilities.
- A3.** Collaborate with travel sports organizations, civic groups and RSU 22.
- A4.** Complete regular routine facility maintenance as part of the annual budget.
- A5.** Identify capital facility maintenance needs.

A6. Request taxation budget funds and/or reserve funding to complete capital facility maintenance or renovation needs.

Goal B:

Offer programming that is current and captures the needs and interests of the residents of Hampden.

Strategies:

- B1. Understand residents and identify current needs and interests**
- B2. Collaborate with other stakeholders to brainstorm programming ideas within the community.**
- B3. Promote volunteerism. Recruit and provide education for volunteers.**
- B4. Reduce barriers for accessing programs, services, places, spaces, and information.**
- B5. Evaluate programming for efficiency and effectiveness.**
- B6. Provide opportunity/mechanism for public feedback.**

Goal C:

Develop plans and strategies for the improvement and expansion of indoor and outdoor recreational facilities.

Strategies:

- C1. Engage the community in discussion for department services and needs.**
- C2. Review Maine State Outdoor Comprehensive Recreation Plan recommendations**
- C3. Review 2015 Town of Hampden Recreation Plan and update short and long term planning goals and action items as needed.**
- C4. Create a working subgroup to evaluate needs, look at existing facilities, and plan for future growth.**
- C5. Create a working subgroup to spearhead potential funding opportunities/sources.**
- C6. Work with Town of Hampden staff, and community members to incorporate town center planning needs and recommendations.**

Goal D:

Improve communication with community stakeholder about department opportunities, needs, and the positive recreational impact being made for the residents of Hampden.

Strategies:

- D1. Review department marketing.**
- D2. Research opportunities for communication collaboration with other groups within the Town of Hampden.**
- D3. Invite community participation for dialogue.**
- D4. Encourage the community to share department communications.**
- D5. Increase public visibility of communications.**
- D6. Recruit support for regularly published town wide newsletter**

Action Program

Based upon the above goals and with consideration of the Recreation Planning Survey (Appendix C and Appendix D) the Recreation Planning Committee has developed the following Action Program to work towards the implementation of these goals and strategies over the next five (5) years.

Potential projects were assigned a priority scale of Immediate, High, Moderate, or Low. Potential capital improvements described in this plan have been established not only to provide a framework for decision makers but also to allow the Town exploration for funding options for these proposed projects.

The project list is not a fixed element and reflects both committee input, staff input, and survey result input. Future circumstances, especially availability of funding may change priorities or require reprioritization of items. The Action Program is shown in a table format at the end of this section.

Financing Potential Improvements

Funding for recreation and parks maintenance, and capital improvements can come from a range of sources including user fees, local, state, and federal grant monies, private donors, business sponsorships, and department reserve funds. In addition, some projects may receive assistance in other forms such as volunteer services, equipment services, or donation of supplies.

In order to avoid liability issues due to poor maintenance, the Town of Hampden may wish to consider due diligence for existing field and facilities needs.

Action Item	Priority Level	Relates to Goal #	Justification
Increase Parking at the Lura Holt Pool Fields (Recreation portion of shared parking lot)	Immediate	A	Permit received June 2019. Three year window to complete project as permitted. Project underway with work completed in the spring and summer of 2020. Project is over 50% complete. Additional funding support is required to complete the program.
Develop Additional Sports Field(s) including Softball (lit field) and multipurpose use field.	Moderate to High (depending on timeline of any possible sale)	C	Hampden Town Council identified the Ballfield Road Softball Field as a location for possible sale as consolidation efforts move forward with a Community Center space in the spring of 2020. Proceeds could help offset costs. Currently there is no other lit softball field municipally owned or available for department or Little League program needs. Additional multipurpose field space would allow program expansion and addition of Lacrosse programming as the sport grows exponentially in Eastern Maine.
Actively participate in planning process of feasibility, fundraising, and development of a Community Center for the Town of Hampden	Moderate	C, D	Provide support and participation with the town Economic and Development Director who is leading efforts to identify need for a Community Center and move through the process of development and future use of a Center to meet identified needs for the residents of Hampden.
Continue to assess and anticipate facility maintenance/upgrade needs and request support through town budget process to facilitate annual/ongoing/and safety maintenance tasks	High	A	Using the department maintenance plan as a guide and routinely visiting facilities to identify tasks and priority needs to keep the facilities usable, safe, and cost efficient for long term town resident sustained enjoyment.
Create opportunities for dialogue with residents about service needs, service barriers, and creating unification of community stakeholders.	Moderate	B, D	Continually evaluate services to be inclusive and meet ever changing resident needs. Look for opportunities to reflect and improve on service areas. Encourage collaboration with residents through volunteer opportunities/committee work, and RSU 22 through mutually benefitting community partnerships and student engagement in the community.
Creation of a parks department or department designee to support facility needs, opportunity promotion, and further development of amenities and trails in town parks.	Moderate	A, B, C, D	The 2020 Recreation Plan showed a high priority of need for parks/trails use, particularly as America is amid a health pandemic. Creation and funding of this department/position and its designated staff job responsibilities would help facilitate much needed facility maintenance, and highlight a commitment by our town to these underserved amenities.

Appendix A-Program Listing and Enrollment Numbers

Included Winter I 2014-2015 through Winter I 2019-2020

Winter II 2020 cancelled March 2020 due to COVID-19 (Coronavirus)/Stay at Home Order

Spring 2020 cancelled due to COVID-19 (Coronavirus)/Stay at Home Order

**Summer 2020 department operations reopened June 1, 2020-limited programs due to state recommendations
for operations during ongoing pandemic**

Fall 2020-limited programs due to state recommendations for operations during ongoing pandemic

[illegible]

Appendix B-Cumulative Participation Levels Affiliated Programs and Recreation Department

PROGRAM PARTICIPANT INFORMATION-2019						
Activity Type	Hampden Rec	Affiliate Programs or Other Community Sports Organizations	Facilities Current For Present Enrollment REC	Facilities Current For Present Enrollment Affiliated	Town Recommendations For Program Needs and growth	Priority Level
Basketball	173 (age 4-grade 8)	85 (grade 3-8) Bronco Travel Basketball	2 courts at Skehan Recreation Center	2 courts (practice) 2 courts (games) ¹	2 full size courts meets REC program needs	Low
Soccer	191 (age 4-grade 6)	156 (U-9-U14) Coldbrook Travel Soccer	2 fields at Lura Hoit multi-purpose field ²	2 fields at HO Bouchard ² , 3 fields at RSU 22	3 use size fields anticipated Fall 2020 will meet current needs	Low
Football	17 (grade K-2)	46 (grades 2-6) Bronco Youth Football	1-2 fields at Lura Hoit multi-purpose field	1 field HHALLC ⁴ (practice) 1 field (game) HA turf	Current WARA space meets REC program needs	Low
Baseball/Softball	61 (age 3-7)	330 (age 7-12) Bronco Little League	2-3 fields at Lura Hoit multi-purpose field	1 softball (resized) 2 LL baseball 2 high school fields ⁵	1-2 softball fields 1-2 LL sized baseball fields ⁶	Softball: High Need replacement lit field as Council makes decision on fate of Ballfield Road location Baseball: High Rec Needs field for introductory youth programming

¹ Practice Locations: Weatherbee, Reeds Brook; Game Locations: Reeds Brook and Weatherbee Schools (HA for annual tournament)

² Bouchard fields are privately owned, and may be available for sale for future development.

³ Loss of a multipurpose field at Western Avenue Recreation Area due to parking and safety concerns. Tentative regain of field use Fall 2020 with additional dirt lot available at WARA.

⁴ Field location is privately owned parcel (HHA LLC) use with permission on a seasonal basis as available by building owner.

⁵ Newburgh field used for practice. 2020 added Frankfort to Bronco LL organization which will add an additional baseball field. 2020 season cancelled due to COVID-19.

⁶ Currently Bronco Little League utilizes town owned softball and baseball fields during the spring season for their program needs. Rec utilizes WARA soccer field for youth Instructional Baseball and Tee Ball.

Appendix C-Survey Monkey Tool Public Input Survey

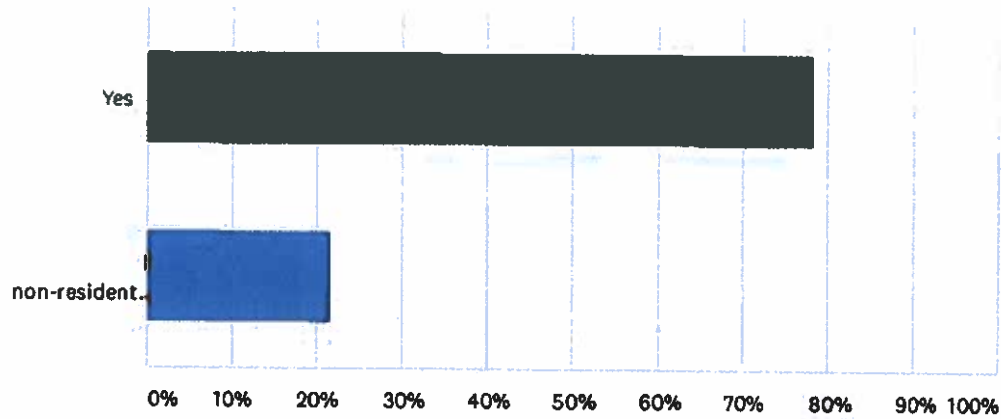
Analyzed

August 25, 2020

Town of Hampden Recreation Planning Citizen Survey Summer 2020

Q1 Are you a resident of Hampden?

Answered: 138 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		78.26%	108
If non-resident, please indicate what town you are a resident of?		21.74%	30
TOTAL			138

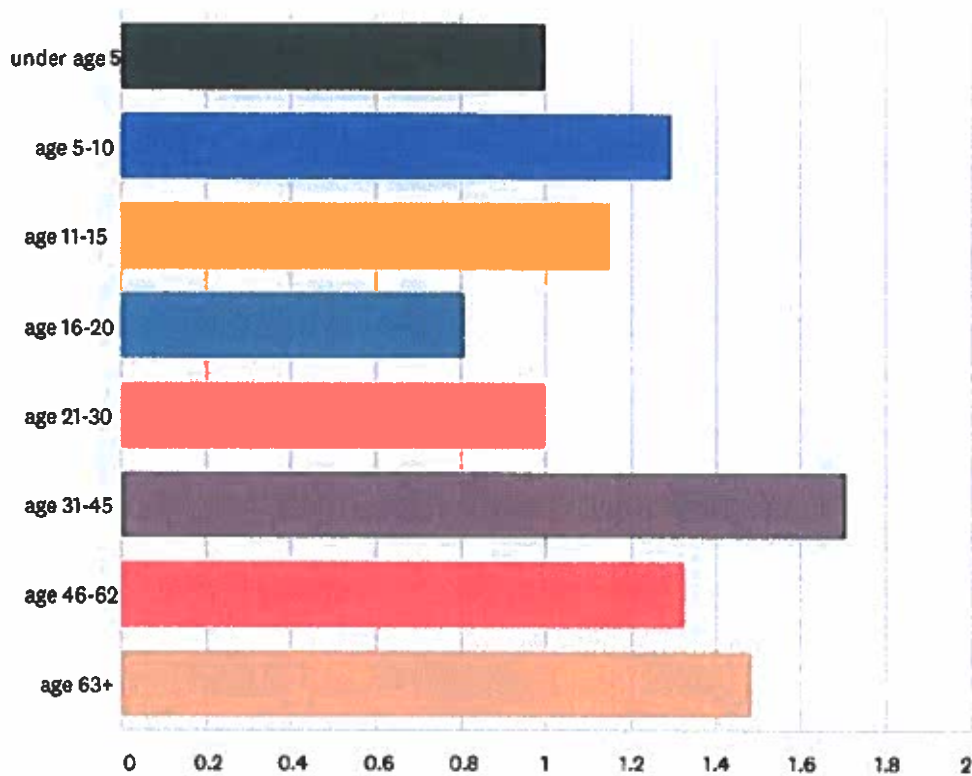
Town of Hampden Recreation Planning Citizen Survey Summer 2020

#	IF NON-RESIDENT, PLEASE INDICATE WHAT TOWN YOU ARE A RESIDENT OF?	DATE
1	Winterport	7/22/2020 9:29 AM
2	Dedham Maine	7/14/2020 6:14 PM
3	Newburgh	7/13/2020 10:26 AM
4	Winterport	7/6/2020 4:46 PM
5	Newburgh	7/2/2020 7:38 PM
6	Winterport	7/2/2020 3:40 PM
7	Palmyra	7/2/2020 11:04 AM
8	Winterport	7/2/2020 9:29 AM
9	Newburgh	7/2/2020 6:50 AM
10	Winterport	7/2/2020 5:58 AM
11	Winterport	7/2/2020 5:39 AM
12	Brewer	7/1/2020 6:01 PM
13	Newburgh	7/1/2020 5:28 PM
14	Orono	7/1/2020 3:32 PM
15	Newburgh	7/1/2020 3:28 PM
16	Newburgh	7/1/2020 3:20 PM
17	gouldsboro	7/1/2020 2:58 PM
18	Winterport	7/1/2020 1:36 PM
19	Newburgh	7/1/2020 1:22 PM
20	Camel	7/1/2020 12:28 PM
21	Winterport	7/1/2020 12:13 PM
22	Bangor	7/1/2020 11:50 AM
23	Newburgh	7/1/2020 11:47 AM
24	Newburgh	7/1/2020 11:43 AM
25	Orrington	7/1/2020 11:39 AM
26	Bangor	7/1/2020 11:19 AM
27	Newport	7/1/2020 11:18 AM
28	Newburgh	7/1/2020 11:16 AM
29	Winterport	7/1/2020 11:05 AM
30	Holden	7/1/2020 10:56 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

Q2 Please indicate the total number of household members (in each age bracket) that currently reside in your home.

Answered: 137 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
under age 5	1	34	34
age 5-10	1	96	74
age 11-15	1	61	53
age 16-20	1	17	21
age 21-30	1	14	14
age 31-45	2	145	85
age 46-62	1	57	43
age 63+	1	46	31
Total Respondents: 137			

Town of Hampden Recreation Planning Citizen Survey Summer 2020

#	UNDER AGE 5	DATE
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2	0	7/28/2020 8:03 PM
3	2	7/22/2020 11:42 AM
4	0	7/22/2020 10:54 AM
5	2	7/22/2020 9:05 AM
6	0	7/13/2020 11:06 AM
7	1	7/13/2020 10:26 AM
8	1	7/10/2020 9:30 AM
9	2	7/7/2020 3:08 PM
10	1	7/6/2020 4:46 PM
11	1	7/6/2020 2:41 PM
12	0	7/4/2020 2:58 PM
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20	1	7/1/2020 2:03 PM
21	0	7/1/2020 1:36 PM
22	1	7/1/2020 1:30 PM
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29	1	7/1/2020 11:32 AM
30	1	7/1/2020 11:28 AM
31	1	7/1/2020 11:24 AM
32	1	7/1/2020 11:24 AM
33	1	7/1/2020 11:05 AM
34	1	7/1/2020 10:53 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

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6	1	7/22/2020 9:05 AM
7	2	7/22/2020 9:04 AM
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35	2	7/1/2020 3:32 PM
36	1	7/1/2020 3:28 PM
37	1	7/1/2020 3:20 PM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

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71	1	7/1/2020 11:01 AM
72	2	7/1/2020 11:01 AM
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Town of Hampden Recreation Planning Citizen Survey Summer 2020

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Town of Hampden Recreation Planning Citizen Survey Summer 2020

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Town of Hampden Recreation Planning Citizen Survey Summer 2020

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Town of Hampden Recreation Planning Citizen Survey Summer 2020

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Town of Hampden Recreation Planning Citizen Survey Summer 2020

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45	2	7/1/2020 1:30 PM
46	2	7/1/2020 1:14 PM
47	1	7/1/2020 1:00 PM
48	1	7/1/2020 12:55 PM
49	1	7/1/2020 12:48 PM
50	2	7/1/2020 12:46 PM
51	2	7/1/2020 12:45 PM
52	2	7/1/2020 12:27 PM
53	2	7/1/2020 12:14 PM
54	0	7/1/2020 12:13 PM
55	1	7/1/2020 12:06 PM
56	2	7/1/2020 12:00 PM
57	2	7/1/2020 12:00 PM
58	2	7/1/2020 11:59 AM
59	2	7/1/2020 11:54 AM
60	2	7/1/2020 11:53 AM
61	2	7/1/2020 11:50 AM
62	2	7/1/2020 11:47 AM
63	1	7/1/2020 11:43 AM
64	2	7/1/2020 11:43 AM
65	2	7/1/2020 11:40 AM
66	2	7/1/2020 11:32 AM
67	2	7/1/2020 11:32 AM
68	2	7/1/2020 11:28 AM
69	2	7/1/2020 11:27 AM
70	2	7/1/2020 11:24 AM
71	2	7/1/2020 11:24 AM
72	1	7/1/2020 11:24 AM
73	2	7/1/2020 11:23 AM
74	2	7/1/2020 11:21 AM
75	2	7/1/2020 11:08 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

76	2	7/1/2020 11:05 AM
77	2	7/1/2020 11:05 AM
78	1	7/1/2020 11:04 AM
79	2	7/1/2020 11:03 AM
80	2	7/1/2020 11:02 AM
81	2	7/1/2020 11:01 AM
82	2	7/1/2020 11:01 AM
83	2	7/1/2020 11:01 AM
84	2	7/1/2020 10:56 AM
85	2	7/1/2020 10:53 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

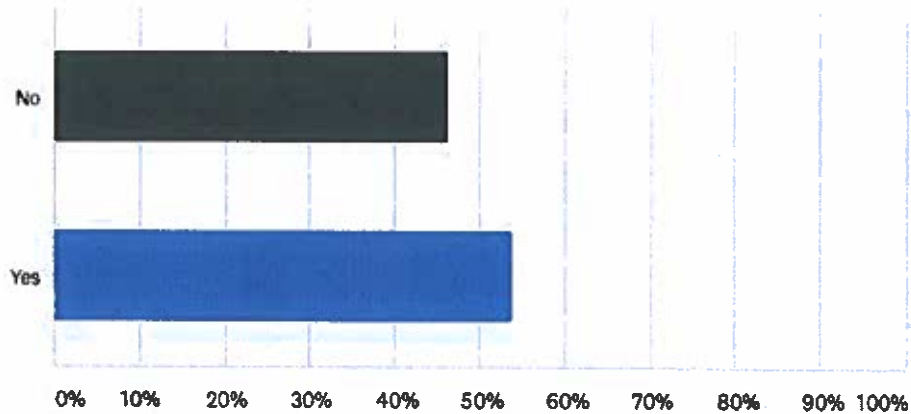
#	AGE 46-62	DATE
1	0	7/28/2020 8:03 PM
2	2	7/25/2020 3:28 PM
3	2	7/24/2020 5:57 PM
4	1	7/22/2020 10:54 AM
5	1	7/14/2020 6:14 PM
6	1	7/13/2020 6:44 PM
7	2	7/13/2020 3:26 PM
8	0	7/13/2020 11:06 AM
9	1	7/10/2020 11:10 AM
10	1	7/8/2020 3:03 PM
11	2	7/6/2020 10:11 AM
12	2	7/6/2020 7:47 AM
13	2	7/2/2020 9:18 PM
14	2	7/2/2020 8:00 PM
15	1	7/2/2020 11:34 AM
16	1	7/2/2020 11:04 AM
17	2	7/1/2020 10:49 PM
18	2	7/1/2020 9:08 PM
19	1	7/1/2020 8:40 PM
20	1	7/1/2020 3:28 PM
21	2	7/1/2020 2:59 PM
22	1	7/1/2020 2:41 PM
23	1	7/1/2020 2:12 PM
24	1	7/1/2020 1:49 PM
25	2	7/1/2020 1:41 PM
26	1	7/1/2020 1:36 PM
27	1	7/1/2020 1:00 PM
28	1	7/1/2020 12:55 PM
29	1	7/1/2020 12:48 PM
30	2	7/1/2020 12:13 PM
31	2	7/1/2020 11:57 AM
32	2	7/1/2020 11:43 AM
33	0	7/1/2020 11:43 AM
34	1	7/1/2020 11:32 AM
35	0	7/1/2020 11:24 AM
36	2	7/1/2020 11:19 AM
37	1	7/1/2020 11:18 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

38	2	7/1/2020 11:16 AM
39	2	7/1/2020 11:06 AM
40	1	7/1/2020 11:04 AM
41	1	7/1/2020 11:03 AM
42	1	7/1/2020 11:00 AM
43	2	7/1/2020 10:56 AM
#	AGE 63+	DATE
1	0	7/28/2020 8:03 PM
2	1	7/22/2020 10:54 AM
3	2	7/22/2020 9:31 AM
4	2	7/13/2020 11:06 AM
5	1	7/10/2020 11:10 AM
6	2	7/6/2020 8:58 AM
7	2	7/4/2020 12:00 PM
8	2	7/2/2020 7:38 PM
9	2	7/2/2020 6:52 PM
10	2	7/2/2020 1:29 PM
11	1	7/2/2020 9:51 AM
12	2	7/2/2020 5:39 AM
13	2	7/1/2020 8:21 PM
14	1	7/1/2020 6:01 PM
15	2	7/1/2020 5:01 PM
16	1	7/1/2020 3:21 PM
17	2	7/1/2020 3:21 PM
18	2	7/1/2020 3:20 PM
19	1	7/1/2020 2:58 PM
20	1	7/1/2020 2:12 PM
21	2	7/1/2020 1:57 PM
22	0	7/1/2020 1:36 PM
23	2	7/1/2020 12:46 PM
24	2	7/1/2020 12:28 PM
25	2	7/1/2020 12:15 PM
26	0	7/1/2020 11:43 AM
27	1	7/1/2020 11:39 AM
28	2	7/1/2020 11:29 AM
29	0	7/1/2020 11:24 AM
30	2	7/1/2020 11:04 AM
31	2	7/1/2020 11:03 AM

Q3 Do you or any member of your current household participate in recreational activities/opportunities that are not currently offered in your own community?

Answered 136 Skipped 2



ANSWER CHOICES	RESPONSES	
No	46.32%	63
Yes	53.68%	73
TOTAL		136

Town of Hampden Recreation Planning Citizen Survey Summer 2020

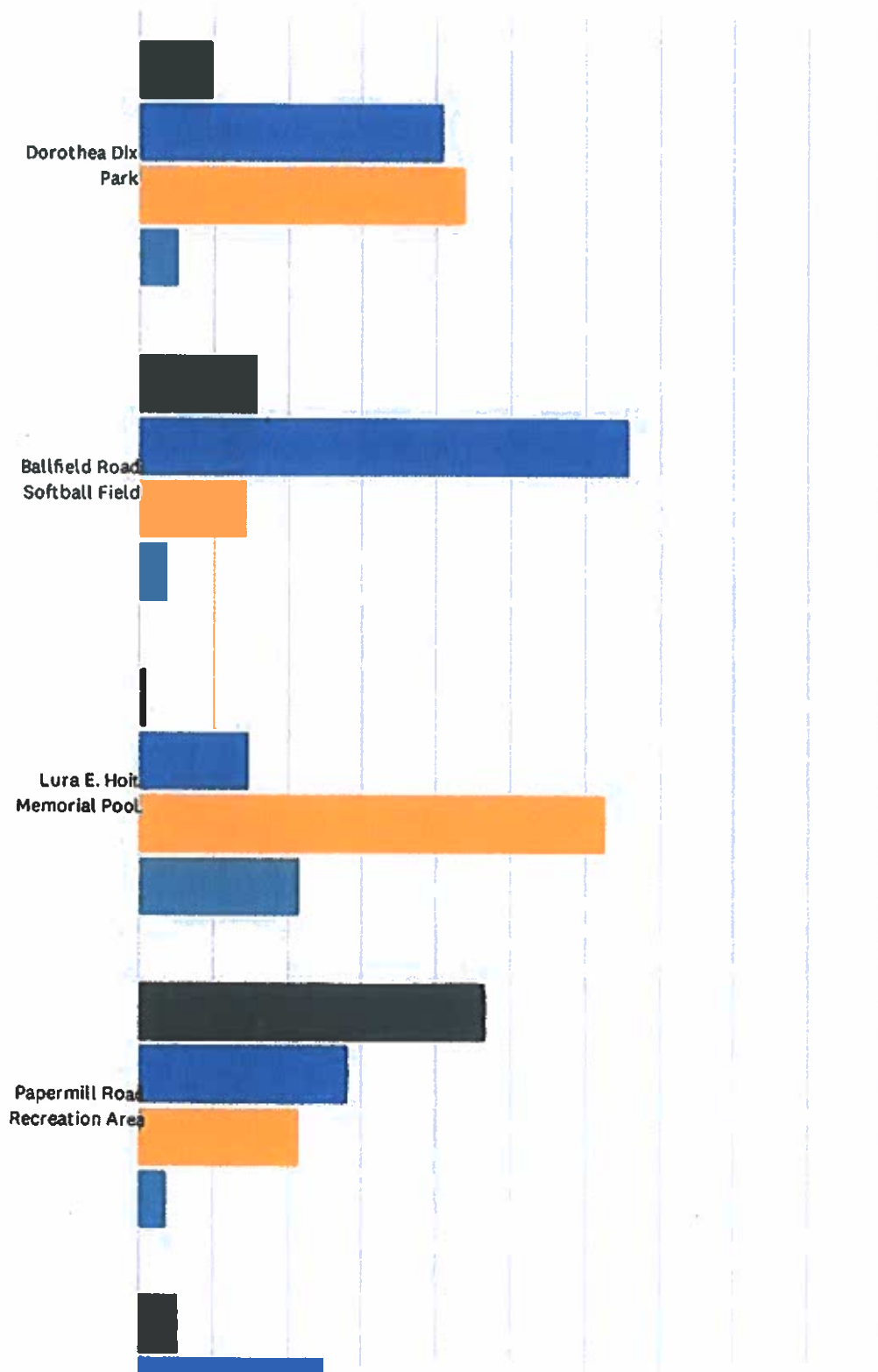
#	IF YES, WHAT TYPE OF ACTIVITIES?	DATE
1	pool	7/28/2020 8:03 PM
2	soccer	7/24/2020 5:57 PM
3	Mountain biking/hiking	7/22/2020 3:49 PM
4	Barre, boxing	7/22/2020 9:41 AM
5	curling, racquetball	7/22/2020 9:31 AM
6	Yoga through hampden adult ed. Volleyball at brewer rec	7/22/2020 9:29 AM
7	swim lessons	7/22/2020 9:04 AM
8	Karaoke Events, Speedway 95 Racing Team, Live Wrestling Shows	7/14/2020 6:14 PM
9	Lacrosse	7/13/2020 6:44 PM
10	indoor winter soccer, yoga	7/13/2020 3:26 PM
11	Soccer swimming	7/13/2020 10:26 AM
12	tennis, softball	7/10/2020 9:30 AM
13	Adult Field Hockey	7/6/2020 5:33 PM
14	Farm Camp	7/6/2020 2:49 PM
15	Soccer	7/6/2020 2:41 PM
16	Cheerleading	7/4/2020 2:58 PM
17	Sports	7/3/2020 7:46 AM
18	Dana Tardiff's exercise class	7/2/2020 7:38 PM
19	Pickleball, exercise clasx	7/2/2020 6:52 PM
20	Rec Sports - Summer Track (in the past Soccer, TeeBall, Swim Lessons)	7/2/2020 3:40 PM
21	Lacrosse, hot yoga	7/2/2020 11:34 AM
22	paddling	7/2/2020 11:04 AM
23	My kids have done rec sports the last several years, football, baseball, basketball, soccer and field hockey	7/2/2020 6:50 AM
24	Travel sports	7/2/2020 5:58 AM
25	Swimming	7/2/2020 5:39 AM
26	Ballet	7/1/2020 10:49 PM
27	lacrosse, mountain biking	7/1/2020 9:08 PM
28	Gymnastics, Horseback Lessons, Golf	7/1/2020 8:40 PM
29	Swimming	7/1/2020 6:01 PM
30	Gymnastics	7/1/2020 5:37 PM
31	Baton	7/1/2020 5:28 PM
32	biking	7/1/2020 5:01 PM
33	Rec programs for the kids. Orono Rec is horrible and doesn't offer much, especially for preK and younger	7/1/2020 3:32 PM
34	Ebikes trail riding	7/1/2020 3:20 PM
35	Riding e-bikes on bike-friendly trails	7/1/2020 2:59 PM
36	line dancing	7/1/2020 2:58 PM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

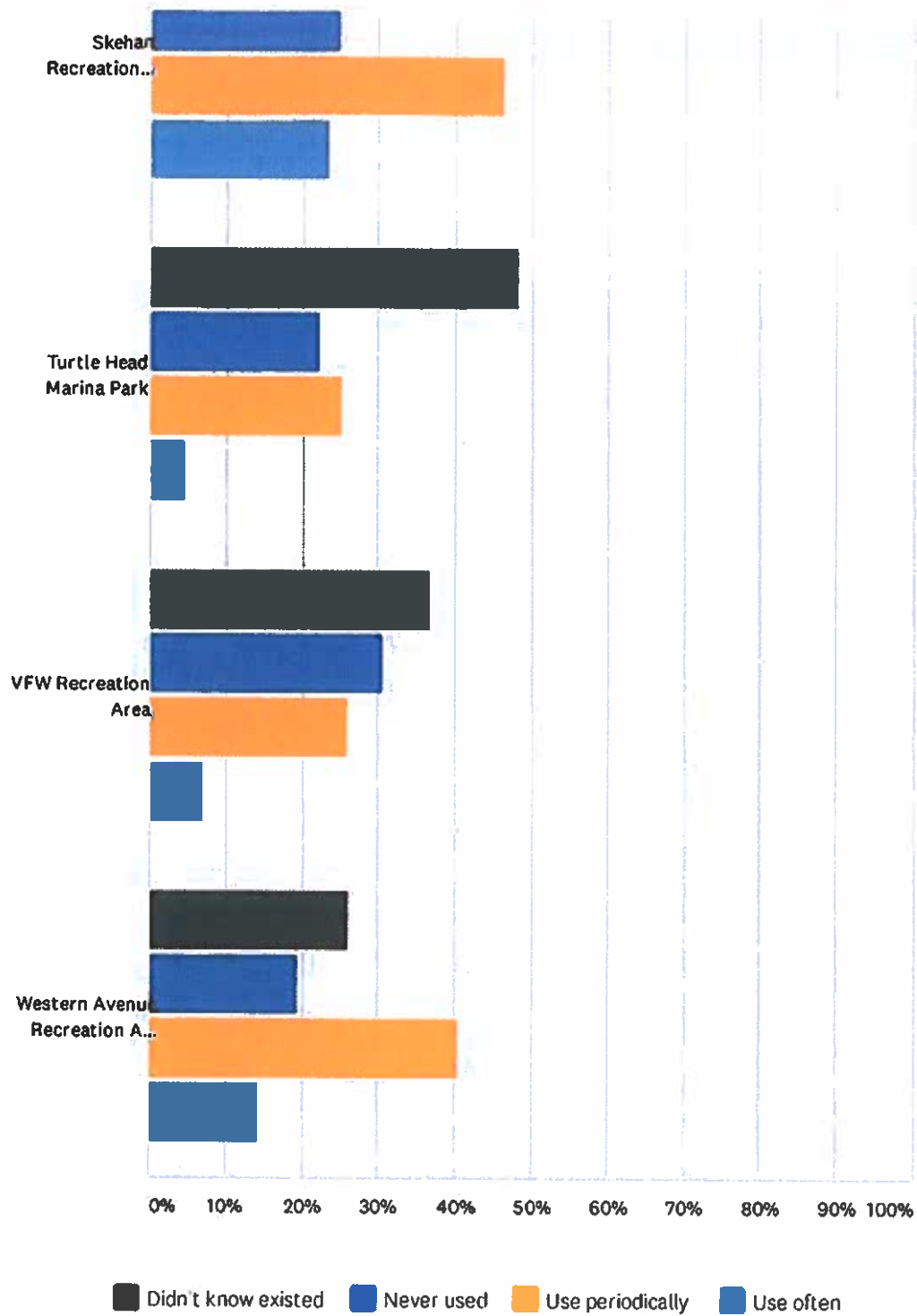
37	Club soccer	7/1/2020 1:41 PM
38	Kids sports, adult ed	7/1/2020 1:22 PM
39	Competitive cheerleading, golfing	7/1/2020 12:48 PM
40	SCUBA, horseback riding, rock climbing, ice skating, skiing,	7/1/2020 12:46 PM
41	Bocce, Billiards	7/1/2020 12:15 PM
42	Youth Track	7/1/2020 12:14 PM
43	We hike a lot	7/1/2020 12:13 PM
44	Kids mountain bike camp	7/1/2020 11:59 AM
45	Hockey; Youth Lacrosse	7/1/2020 11:54 AM
46	Mountain biking, xc ski lessons, lacrosse	7/1/2020 11:47 AM
47	Soccer basketball baseball swimming	7/1/2020 11:43 AM
48	Ice skating	7/1/2020 11:32 AM
49	basketball	7/1/2020 11:32 AM
50	Fishing, beach combing	7/1/2020 11:32 AM
51	Basketball, Soccer, Kids Camp and Comer, etc. Anything and everything!	7/1/2020 11:28 AM
52	Swim lessons, soccer	7/1/2020 11:27 AM
53	Roller derby; roller skating; ice skating; trail walking, biking and skating; gym and weight training; skateboarding; gymnastics; art/painting classes	7/1/2020 11:24 AM
54	Tennis lessons	7/1/2020 11:21 AM
55	Basketball	7/1/2020 11:19 AM
56	Was in swimming lessons and gymnastics before covid	7/1/2020 11:18 AM
57	We travel to Lincoln, Brewer and Bangor for their rec offerings	7/1/2020 11:08 AM
58	Personal training and fitness classes	7/1/2020 11:06 AM
59	Tumbling, travel baseball	7/1/2020 11:03 AM
60	Team gymnastics	7/1/2020 11:02 AM
61	Hockey, golf, outdoor camps	7/1/2020 11:01 AM
62	skiing-extra sessions	7/1/2020 11:01 AM
63	Crossfit	7/1/2020 11:00 AM
64	Fencing, Field Hockey	7/1/2020 10:56 AM
65	Theatre, IT Tech, Coding	7/1/2020 10:53 AM

Q4 The Town of Hampden currently offers the following areas/facilities for public recreation use. Please mark you/your family's current level of usage of the areas below.

Answered: 138 Skipped: 0



Town of Hampden Recreation Planning Citizen Survey Summer 2020



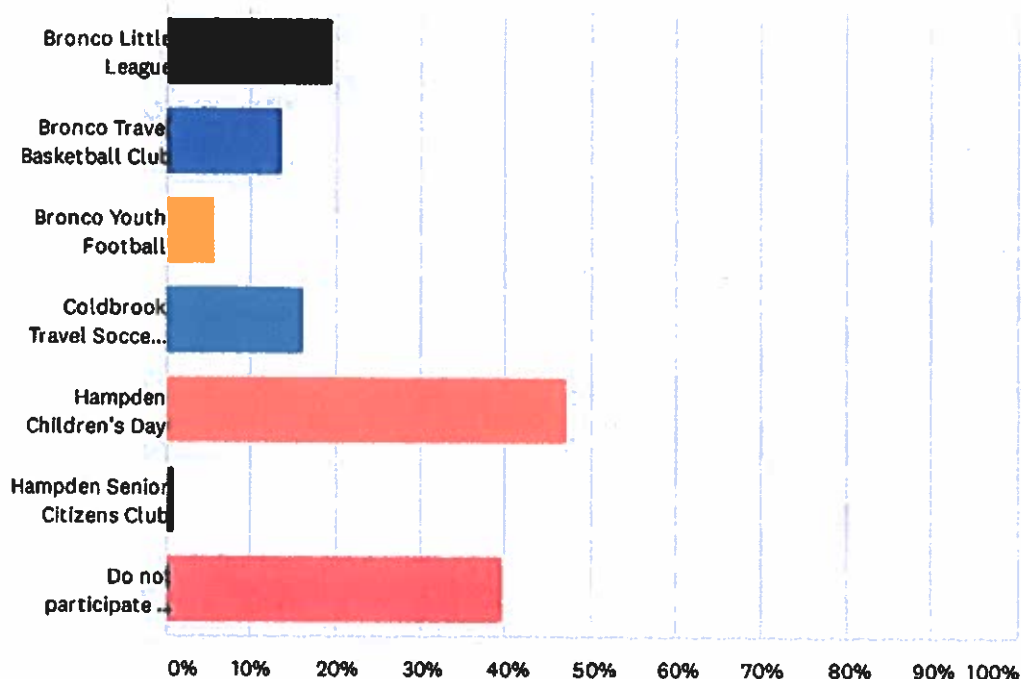
Town of Hampden Recreation Planning Citizen Survey Summer 2020

	DIDN'T KNOW EXISTED	NEVER USED	USE PERIODICALLY	USE OFTEN	TOTAL	WEIGHTED AVERAGE
Dorothea Dix Park	9.85% 13	40.91% 54	43.94% 58	5.30% 7	132	2.45
Ballfield Road Softball Field	15.91% 21	65.91% 87	14.39% 19	3.79% 5	132	2.06
Lura E. Hoy Memorial Pool	0.75% 1	14.93% 20	62.69% 84	21.64% 29	134	3.05
Papemill Road Recreation Area	46.67% 63	28.15% 38	21.48% 29	3.70% 5	135	1.82
Skehan Recreation Center	5.15% 7	25.00% 34	46.32% 63	23.53% 32	136	2.88
Turtle Head Marina Park	48.09% 63	22.14% 29	25.19% 33	4.58% 6	131	1.86
VFW Recreation Area	36.64% 48	30.53% 40	25.95% 34	6.87% 9	131	2.03
Western Avenue Recreation Area	26.12% 35	19.40% 26	40.30% 54	14.18% 19	134	2.43

Town of Hampden Recreation Planning Citizen Survey Summer 2020

**Q5 Do you, or any member of your current household, participate in any of the following Affiliated Programs of the Hampden Recreation Department?
(Please indicate all that may apply)**

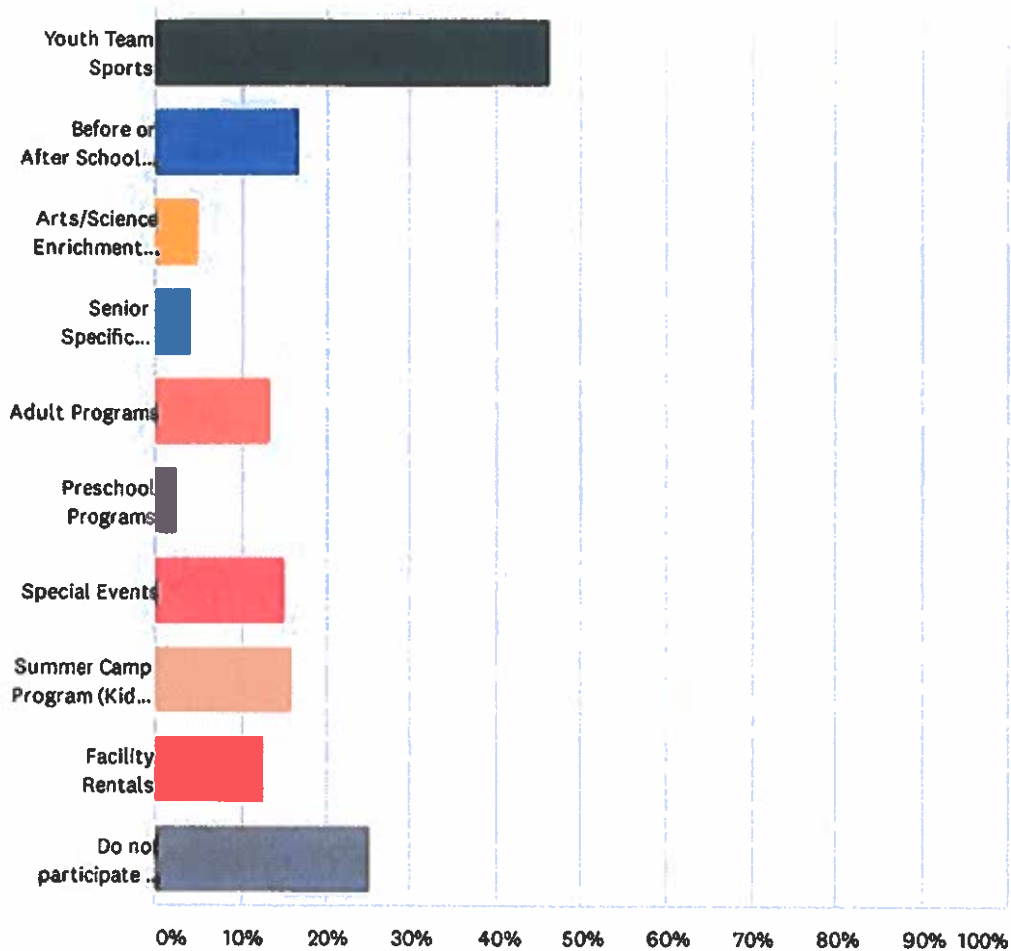
Answered: 123 Skipped: 15



ANSWER CHOICES	RESPONSES	
Bronco Little League	19.51%	24
Bronco Travel Basketball Club	13.82%	17
Bronco Youth Football	5.69%	7
Coldbrook Travel Soccer Club	16.26%	20
Hampden Children's Day	47.15%	58
Hampden Senior Citizens Club	0.81%	1
Do not participate in any Affiliated Programs	39.84%	49
Total Respondents: 123		

Q6 Do you, or any member of your current household, participate in any programming currently offered by the Hampden Recreation Department?

Answered: 119 Skipped: 19



Town of Hampden Recreation Planning Citizen Survey Summer 2020

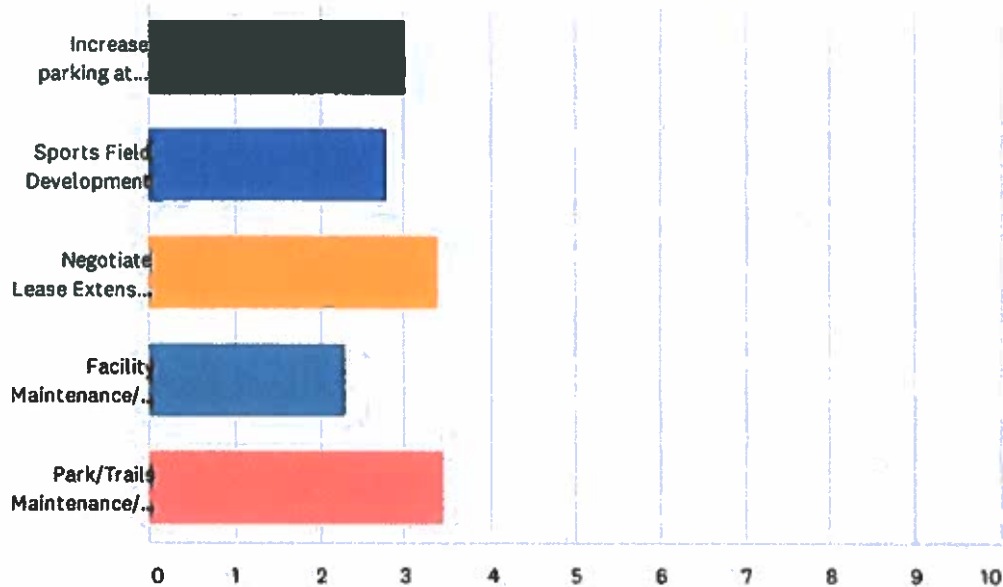
ANSWER CHOICES	RESPONSES	
Youth Team Sports	46.22%	55
Before or After School Program (Kid's Komer)	16.81%	20
Arts/Science Enrichment Programs	5.04%	6
Senior Specific Programs	4.20%	5
Adult Programs	13.45%	16
Preschool Programs	2.52%	3
Special Events	15.13%	18
Summer Camp Program (Kid's Kamp)	15.97%	19
Facility Rentals	12.61%	15
Do not participate in any programs	25.21%	30
Total Respondents: 119		

#	OTHER (PLEASE SPECIFY)	DATE
1	Fencing	7/13/2020 3:26 PM
2	Swim lessons	7/13/2020 10:26 AM
3	Reshaping Retirement, and it's excellent!	7/4/2020 12:00 PM
4	Garden Club	7/2/2020 1:29 PM
5	Not currently due to pandemic but in the past	7/2/2020 11:34 AM
6	Swimming	7/2/2020 5:39 AM
7	CED	7/1/2020 5:01 PM
8	I enjoy the library and its woodsy setting	7/1/2020 3:21 PM
9	Walking	7/1/2020 1:57 PM
10	Swim lessons	7/1/2020 1:30 PM
11	Swim lessons	7/1/2020 12:45 PM
12	basketball	7/1/2020 11:32 AM
13	Used to participate in art classes but they have been canceled since kids komer moved into the rec center; very sad loss for my kids. We have attended family events in the past but those also have been cancelled lately due to lack of attendance. Used to play roller derby at the rec center but now not allowed to skate on the floor - another very sad loss, Orono YMCA has not had any issues with roller skating on their floor for countless years, wish you would allow for use as skates do not affect wood floors. If they did, wood roller skating rinks would not exist.	7/1/2020 11:24 AM
14	If more were offered we would- there is very limited offerings compared to towns like Brewer or even smaller towns like Lincoln	7/1/2020 11:08 AM
15	nerf	7/1/2020 11:01 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

Q7 Please rate the Importance in order 1-5, 1 being the most important and 5 being the least important the following, for future needs for the Hampden Recreation Department.

Answered: 131 Skipped: 7

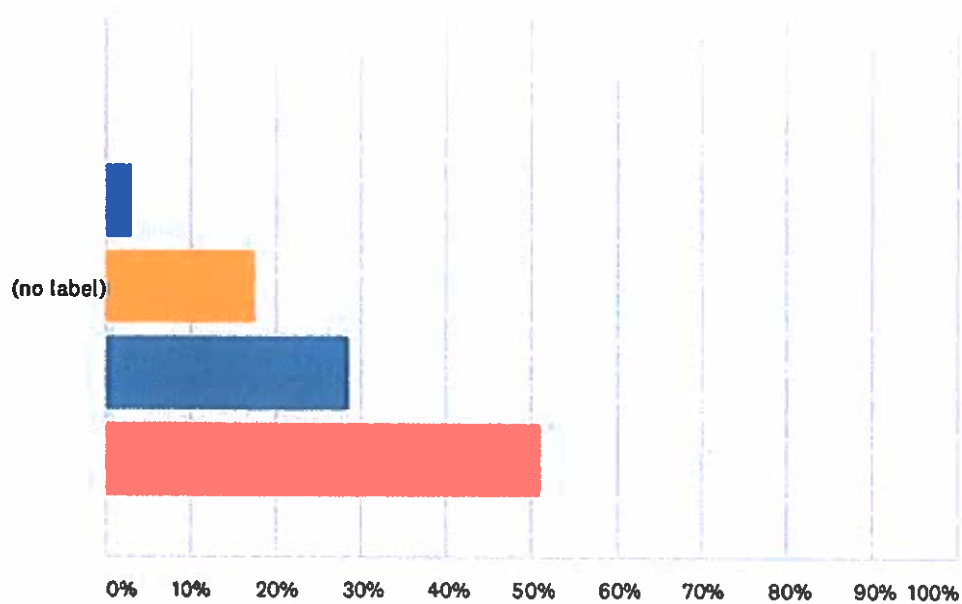


	1	2	3	4	5	TOTAL	SCORE
Increase parking at Western Avenue Recreation Area	21.67% 26	18.33% 22	20.00% 24	20.00% 24	20.00% 24	120	3.02
Sports Field Development	11.20% 14	25.60% 32	19.20% 24	20.80% 26	23.20% 29	125	2.81
Negotiate Lease Extension for the Skehan Recreation Center	28.80% 36	21.60% 27	23.20% 29	12.00% 15	14.40% 18	125	3.38
Facility Maintenance/Upgrades at VFW Tennis and Basketball Courts	5.13% 6	11.97% 14	24.79% 29	24.79% 29	33.33% 39	117	2.31
Park/Trails Maintenance/Upgrades/Expansion	32.80% 41	22.40% 28	14.40% 18	19.20% 24	11.20% 14	125	3.46

Town of Hampden Recreation Planning Citizen Survey Summer 2020

Q8 How important is an Indoor Community Recreation Space for future recreation opportunities for the Town of Hampden?

Answered: 137 Skipped: 1



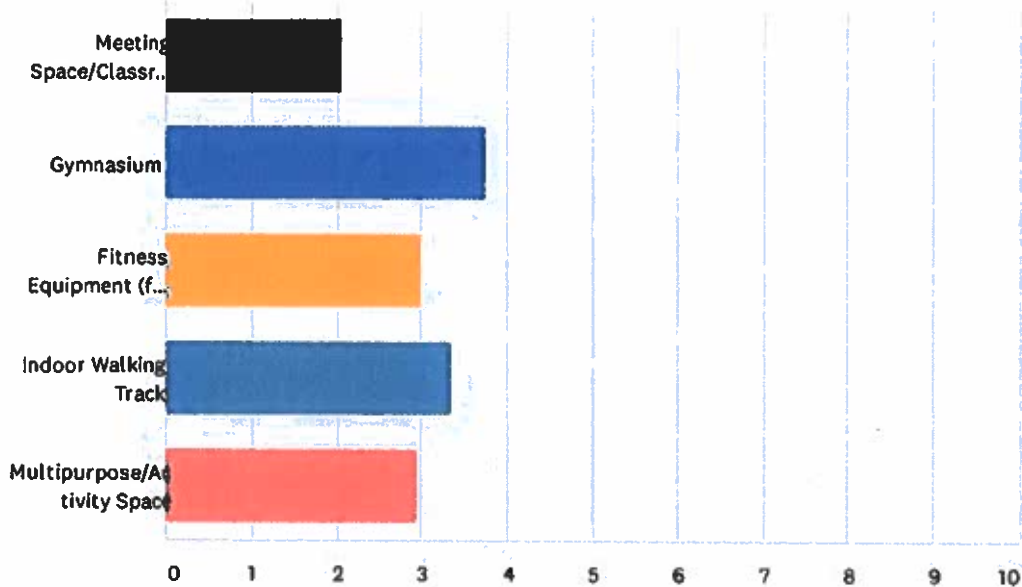
Not Important
 Little Importance
 Neutral
 Somewhat Important
 Very Important

	NOT IMPORTANT	LITTLE IMPORTANCE	NEUTRAL	SOMEWHAT IMPORTANT	VERY IMPORTANT	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	2.92% 4	17.52% 24	28.47% 39	51.09% 70	137	4.28

Town of Hampden Recreation Planning Citizen Survey Summer 2020

Q9 Please rate the Importance in order 1-5, 1 being the most important and 5 being the least important, amenities that might be found in a community center.

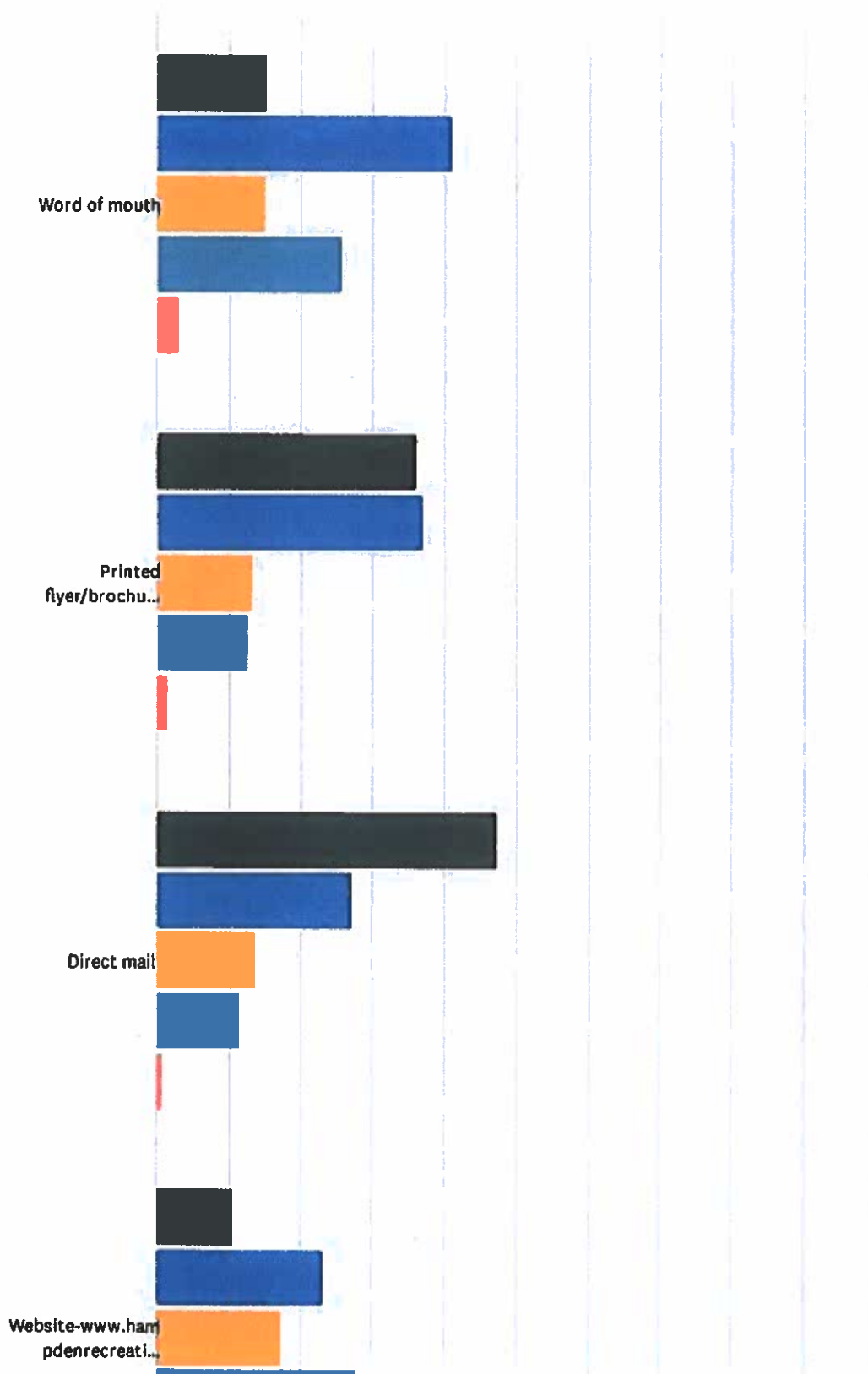
Answered: 132 Skipped: 6



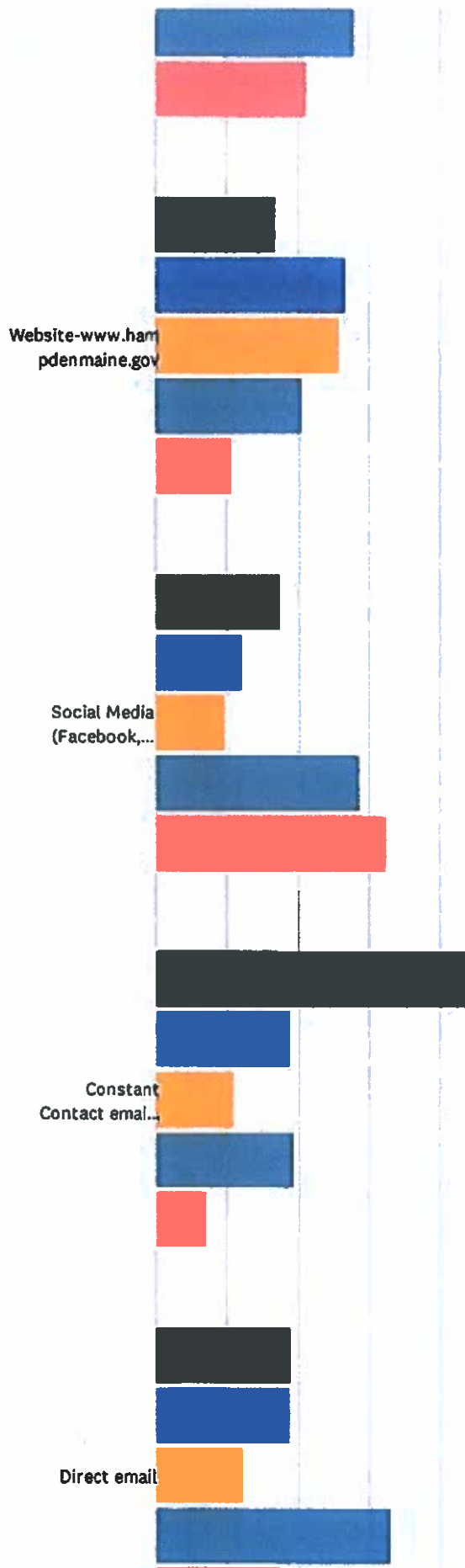
	1	2	3	4	5	TOTAL	SCORE
Meeting Space/Classroom Space	5.56% 7	11.11% 14	9.52% 12	30.95% 39	42.86% 54	126	2.06
Gymnasium	36.89% 45	23.77% 29	22.13% 27	10.66% 13	6.56% 8	122	3.74
Fitness Equipment (free weights, cardio equipment)	18.85% 23	22.13% 27	19.67% 24	18.03% 22	21.31% 26	122	2.99
Indoor Walking Track	22.40% 28	23.20% 29	29.60% 37	16.80% 21	8.00% 10	125	3.35
Multipurpose/Activity Space	17.83% 23	20.16% 26	21.71% 28	20.16% 26	20.16% 26	129	2.95

Q10 What do you currently use for your primary source for information on what is available to meet your leisure needs in Hampden?

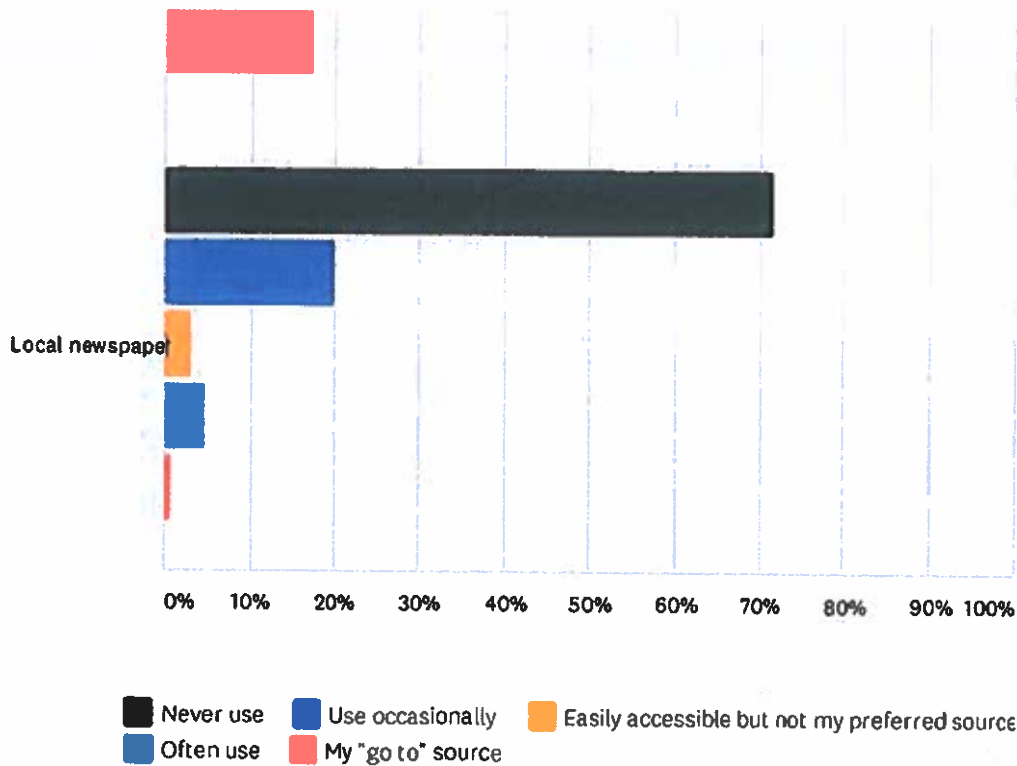
Answered: 137 Skipped: 1



Town of Hampden Recreation Planning Citizen Survey Summer 2020



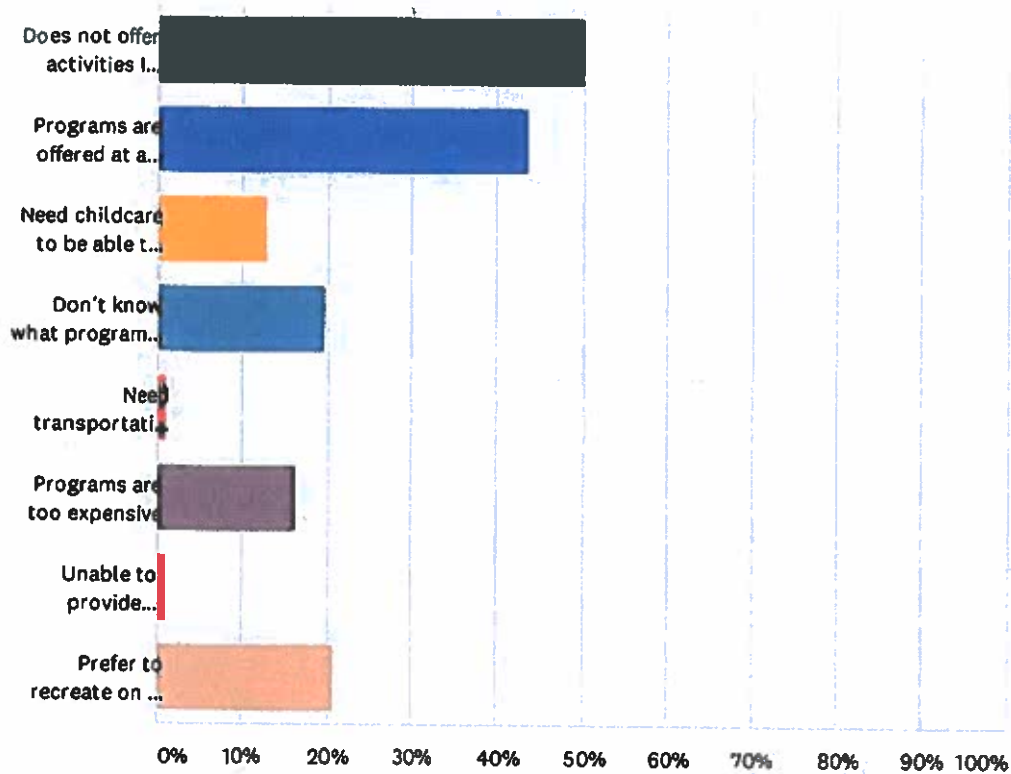
Town of Hampden Recreation Planning Citizen Survey Summer 2020



	NEVER USE	USE OCCASIONALLY	EASILY ACCESSIBLE BUT NOT MY PREFERRED SOURCE	OFTEN USE	MY "GO TO" SOURCE	TOTAL	WEIGHTED AVERAGE
Word of mouth	15.15% 20	40.91% 54	15.15% 20	25.76% 34	3.03% 4	132	2.61
Printed flyer/brochures/newsletters	35.94% 46	36.72% 47	13.28% 17	12.50% 16	1.56% 2	128	2.07
Direct mail	47.20% 59	27.20% 34	13.60% 17	11.20% 14	0.80% 1	125	1.91
Website- www.hampdenrecreation.com	10.53% 14	23.31% 31	17.29% 23	27.82% 37	21.05% 28	133	3.26
Website- www.hampdenmaine.gov	16.67% 22	26.52% 35	25.76% 34	20.45% 27	10.61% 14	132	2.82
Social Media (Facebook, Instagram, Twitter)	17.29% 23	12.03% 16	9.77% 13	28.57% 38	32.33% 43	133	3.47
Constant Contact email marketing	43.75% 56	18.75% 24	10.94% 14	19.53% 25	7.03% 9	128	2.27
Direct email	18.80% 25	18.80% 25	12.03% 16	33.08% 44	17.29% 23	133	3.11
Local newspaper	71.54% 93	20.00% 26	3.08% 4	4.62% 6	0.77% 1	130	1.43

Q11 Are there any barriers that prevent you or your family from participating in recreational programs sponsored by the Town of Hampden?

Answered: 92 Skipped: 46



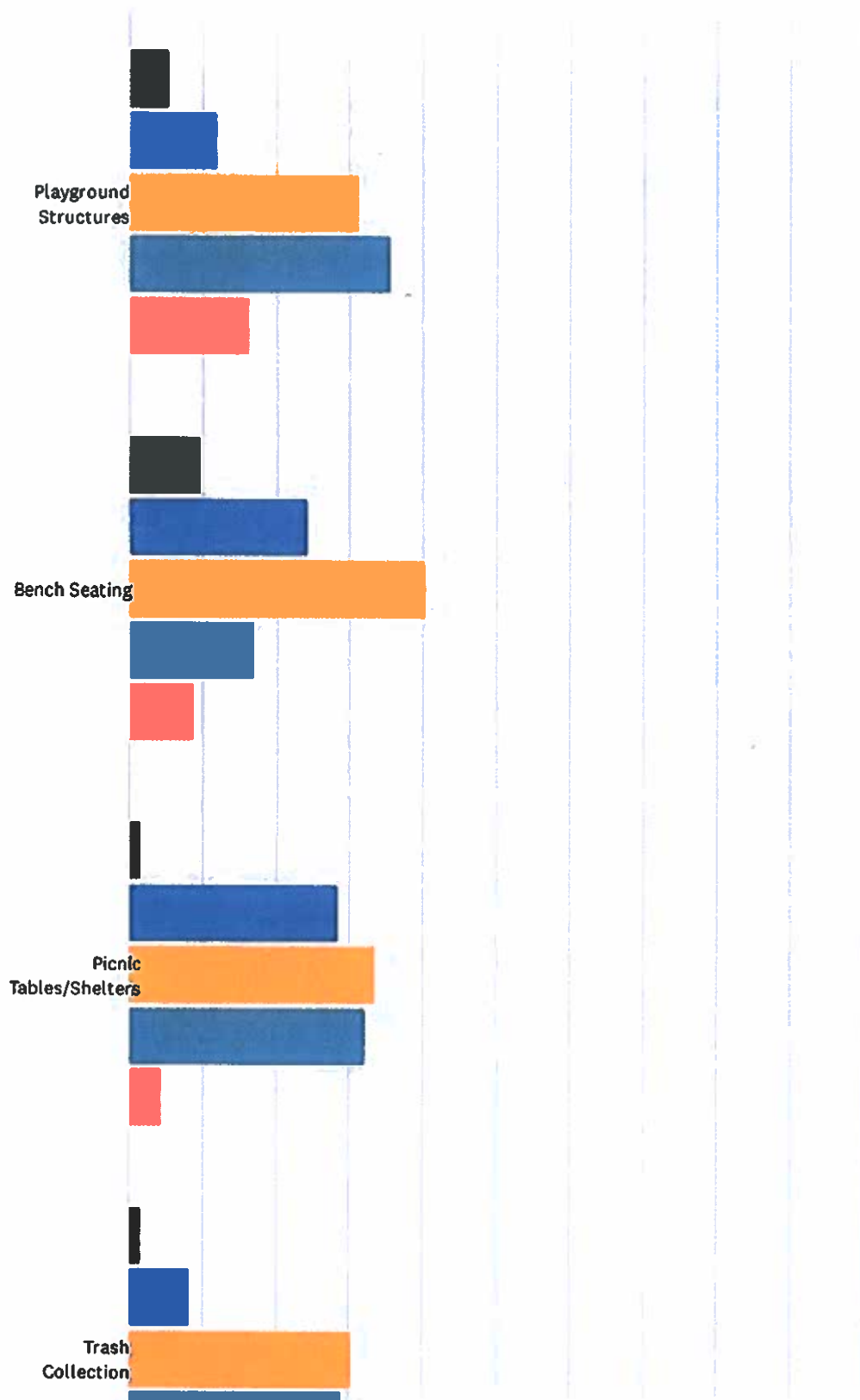
ANSWER CHOICES	RESPONSES	
Does not offer activities I am interested in	50.00%	46
Programs are offered at a time I cannot attend	43.48%	40
Need childcare to be able to attend programs	13.04%	12
Don't know what programs are offered	19.57%	18
Need transportation to be able to attend programs	1.09%	1
Programs are too expensive	16.30%	15
Unable to provide equipment required to attend programs	1.09%	1
Prefer to recreate on my own	20.65%	19
Total Respondents: 92		

Town of Hampden Recreation Planning Citizen Survey Summer 2020

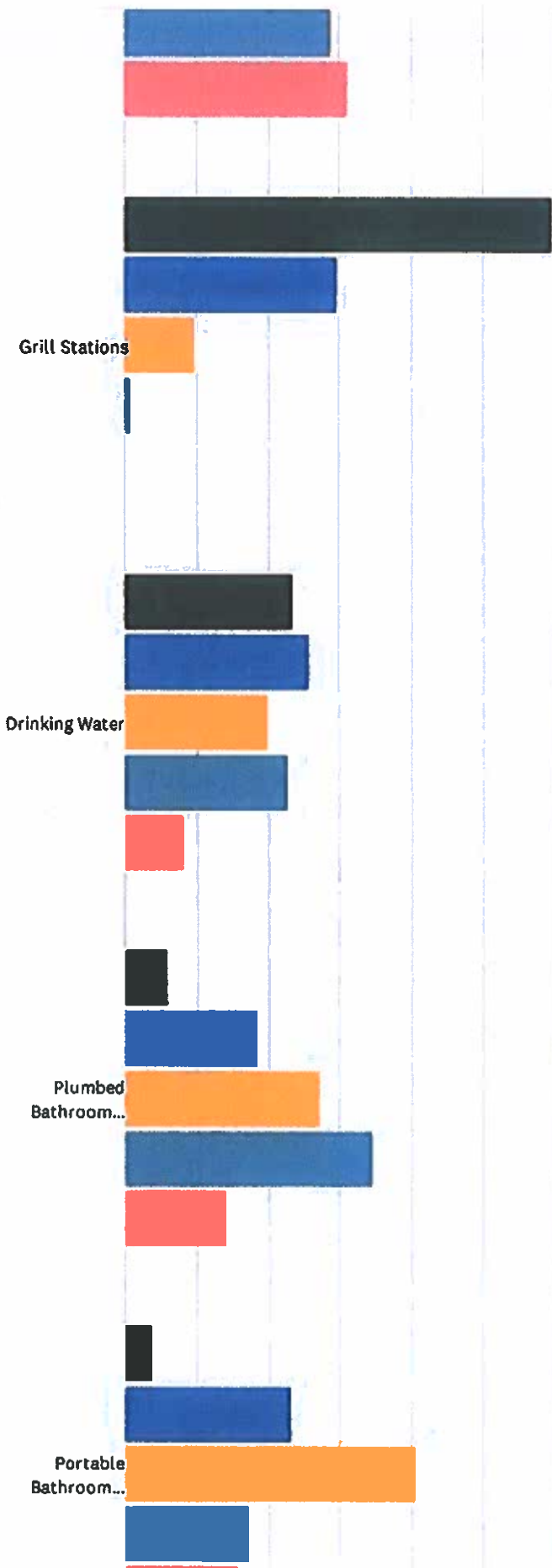
#	OTHER (PLEASE SPECIFY)	DATE
1	Covid 19	7/22/2020 3:49 PM
2	self motivation	7/22/2020 9:31 AM
3	We use many programs offered. Would be nice if more adult gym type activities.	7/13/2020 11:13 AM
4	Don't have a lot of personal contact. For the most part I don't know what's happening in town.	7/13/2020 11:06 AM
5	No boundaries	7/8/2020 3:03 PM
6	Adult programming seems to be primarily offered during typical work hours.	7/6/2020 10:38 AM
7	I don't have time for recreation with my work schedule	7/2/2020 8:00 PM
8	None..	7/1/2020 1:57 PM
9	No programs for toddlers or mommy and baby/toddler programming. Even open gym for littles would be great.	7/1/2020 1:30 PM
10	I pay for youth programs because I'm a non-resident even though newburgh is associated with Hampden via RSU22.	7/1/2020 1:22 PM
11	No barriers	7/1/2020 12:45 PM
12	I wish they had a middle school travel camp. We loved Kids Korner	7/1/2020 12:00 PM
13	Track and field in Hampden was more than twice as much as any other rec department with 1 practice per week. I signed my child up in Bangor where he could attend up to 3x per week	7/1/2020 11:47 AM
14	gym not available enough for town use	7/1/2020 11:32 AM
15	COVID-19 has us completely not using anything	7/1/2020 11:29 AM
16	Not being allowed to roller skate on both indoor and outdoor spaces!! Need paved paths which can be multi use AND handicap accessible!!	7/1/2020 11:24 AM
17	When you do have programs the prices are higher than what I pay as an out of town resident in Lincoln. My daughter is doing tennis in Lincoln, 12 session this summer for \$25 for an out of town resident. Hampden charged more than that for a 3 day program last summer.	7/1/2020 11:08 AM
18	Tennis please	7/1/2020 11:04 AM

Q12 What amenities are important for users of public outdoor recreation areas?

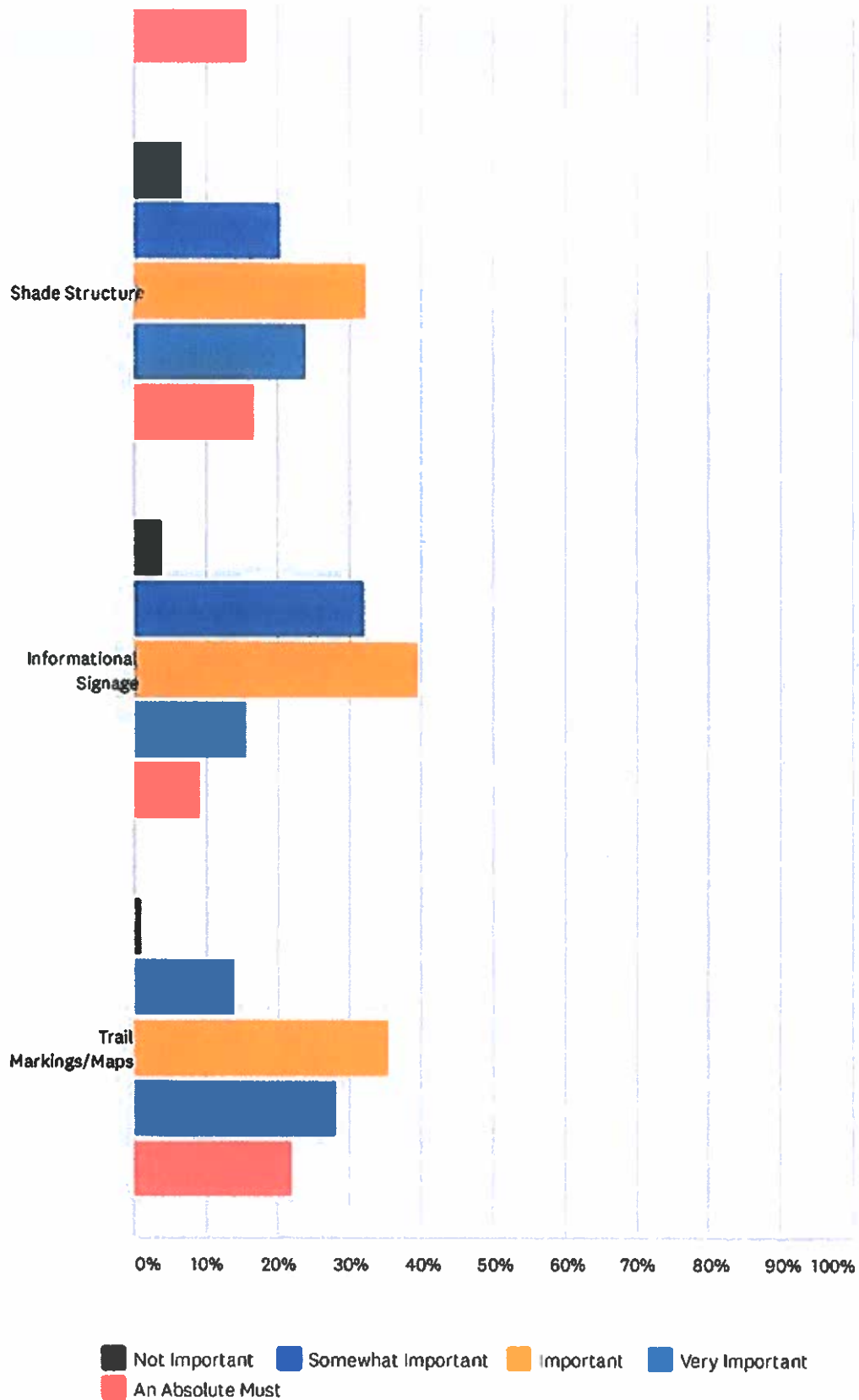
Answered: 138 Skipped: 0



Town of Hampden Recreation Planning Citizen Survey Summer 2020



Town of Hampden Recreation Planning Citizen Survey Summer 2020



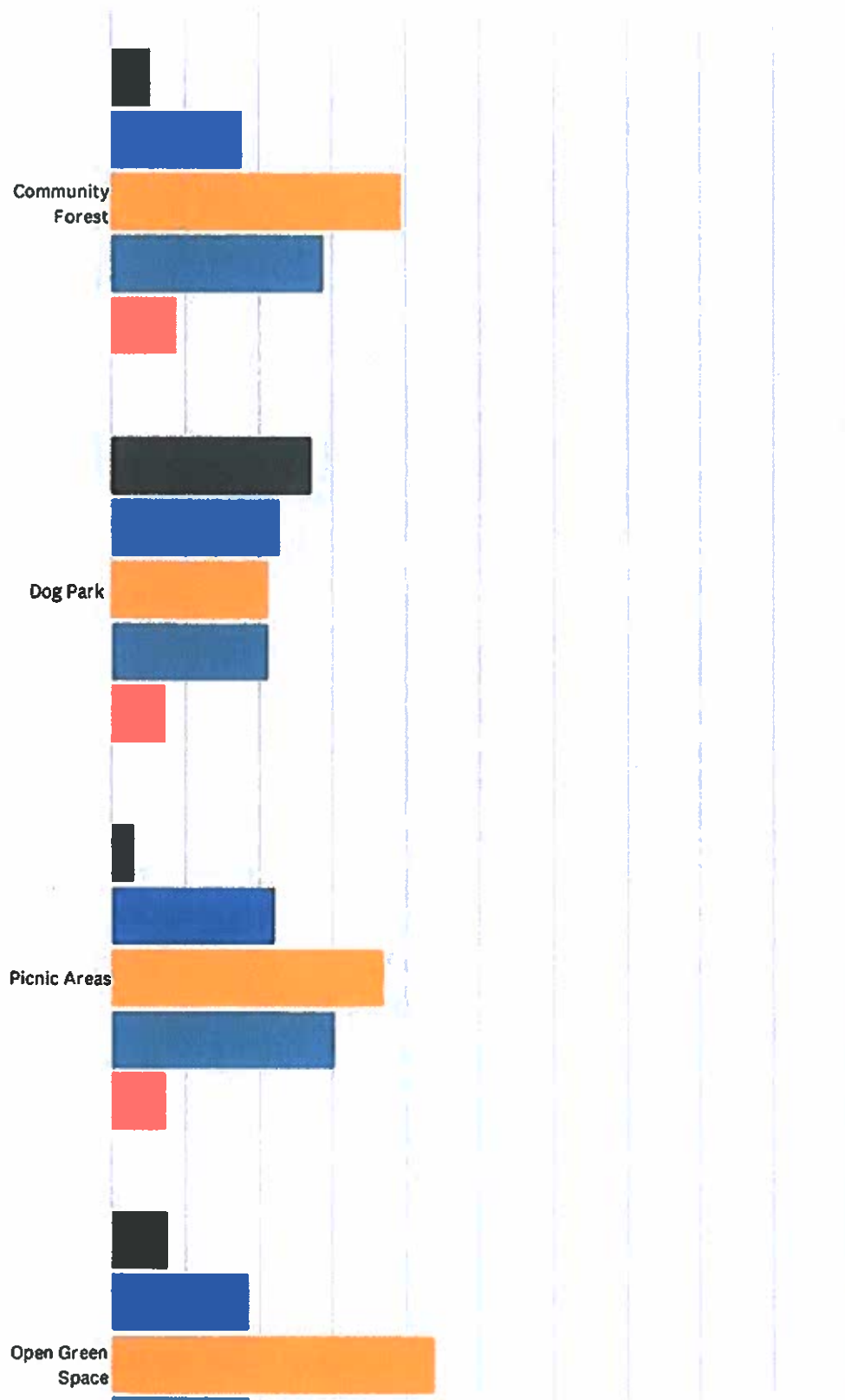
Town of Hampden Recreation Planning Citizen Survey Summer 2020

	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT	AN ABSOLUTE MUST	TOTAL	WEIGHTED AVERAGE
Playground Structures	5.19% 7	11.85% 16	31.11% 42	35.56% 48	16.30% 22	135	3.46
Bench Seating	9.56% 13	24.26% 33	40.44% 55	16.91% 23	8.82% 12	136	2.91
Picnic Tables/Shelters	1.46% 2	28.47% 39	33.58% 46	32.12% 44	4.38% 6	137	3.09
Trash Collection	1.48% 2	8.15% 11	30.37% 41	28.89% 39	31.11% 42	135	3.80
Grill Stations	59.54% 78	29.77% 39	9.92% 13	0.76% 1	0.00% 0	131	1.52
Drinking Water	23.53% 32	25.74% 35	19.85% 27	22.79% 31	8.09% 11	136	2.66
Plumbed Bathroom Facilities	5.88% 8	18.38% 25	27.21% 37	34.56% 47	13.97% 19	136	3.32
Portable Bathroom Facilities	3.73% 5	23.13% 31	40.30% 54	17.16% 23	15.67% 21	134	3.18
Shade Structure	6.57% 9	20.44% 28	32.12% 44	24.09% 33	16.79% 23	137	3.24
Informational Signage	3.73% 5	32.09% 43	39.55% 53	15.67% 21	8.96% 12	134	2.94
Trail Markings/Maps	0.74% 1	13.97% 19	35.29% 48	27.94% 38	22.06% 30	136	3.57

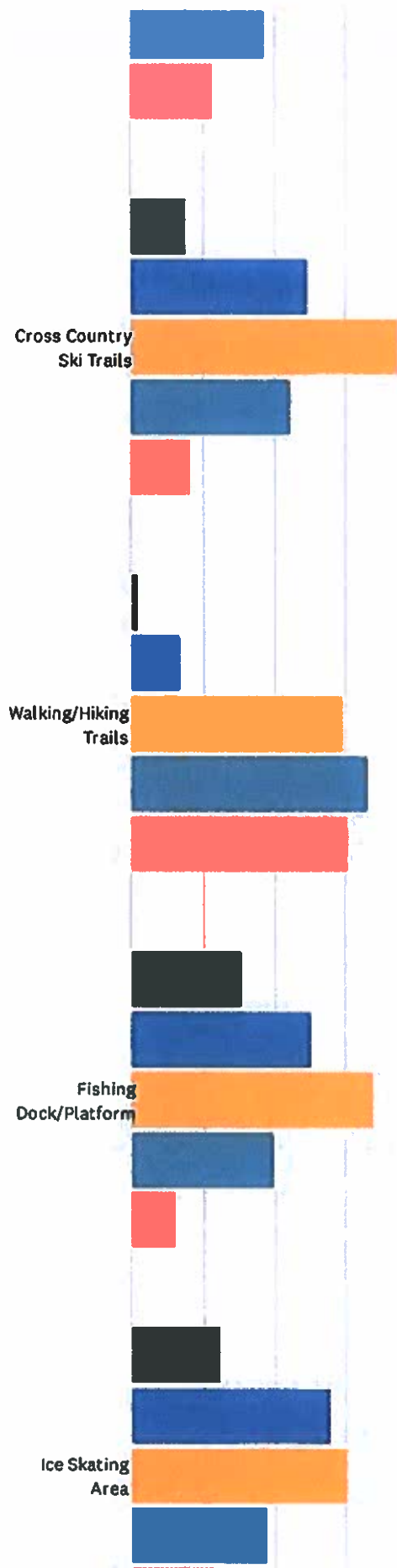
#	OTHER (PLEASE SPECIFY)	DATE
1	we should have a public outdoor pool for our community and beautiful biking/walking trails along the river that is well graveled or paved.	7/22/2020 9:04 AM
2	Water source would be nice.	7/1/2020 12:00 PM
3	Paved trails!! Handicap accessible!! Be aware that members of our community can't use trails when they aren't paved!! Bangor and Brewer both have paved paths, we should too!!	7/1/2020 11:24 AM

Q13 What type of outdoor recreation areas would be important for our community to be able to offer/provide to the public for enjoyment?

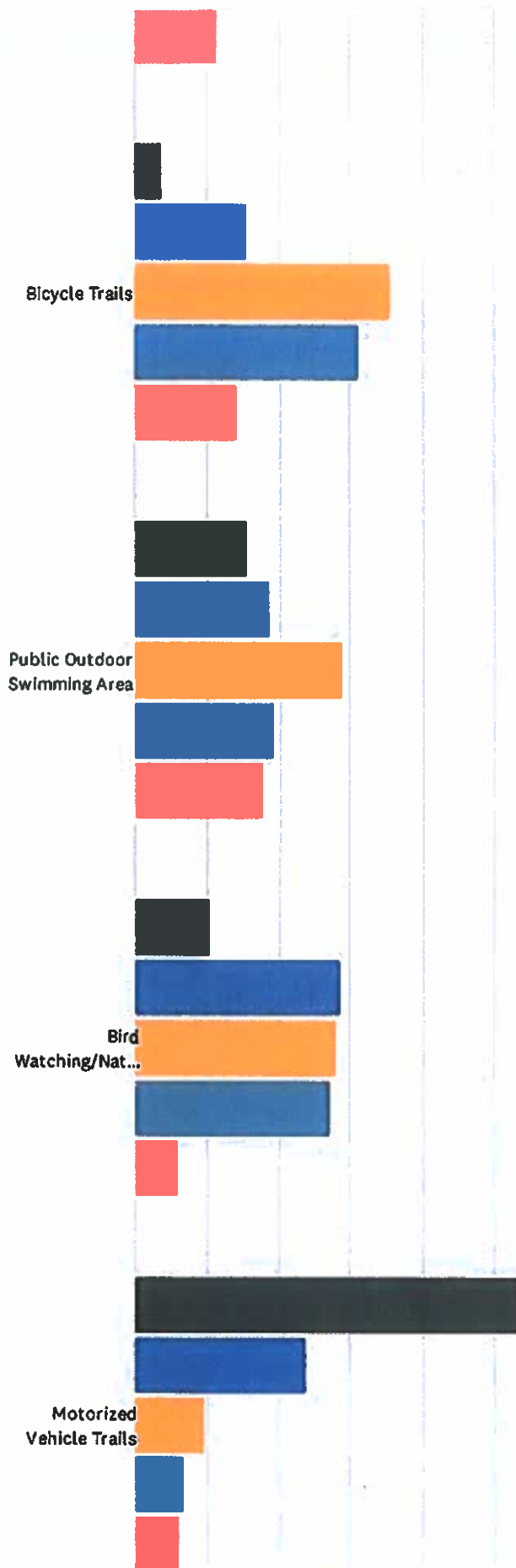
Answered: 138 Skipped: 0



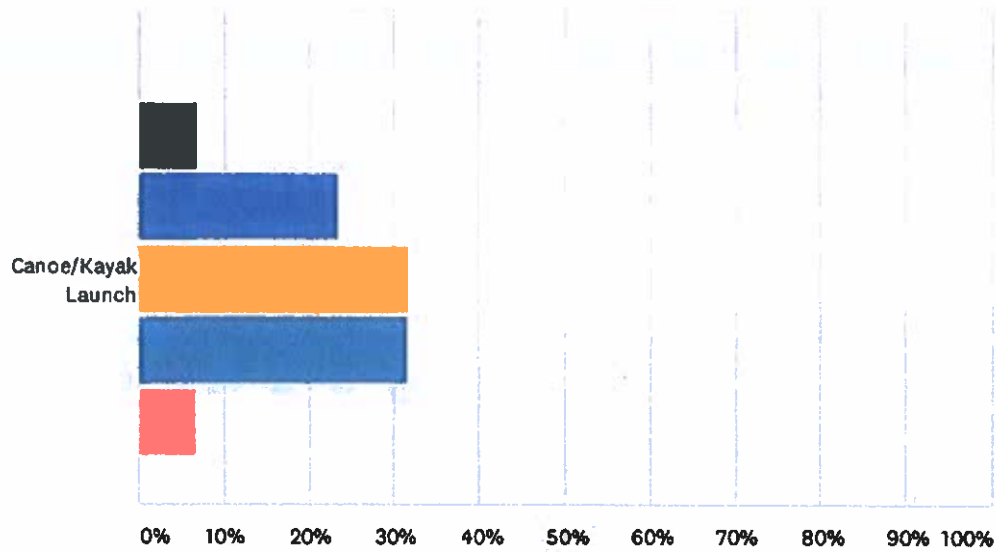
Town of Hampden Recreation Planning Citizen Survey Summer 2020



Town of Hampden Recreation Planning Citizen Survey Summer 2020



Town of Hampden Recreation Planning Citizen Survey Summer 2020



Not Important
 Somewhat Important
 Important
 Very Important
 An Absolute Must

	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT	AN ABSOLUTE MUST	TOTAL	WEIGHTED AVERAGE
Community Forest	5.19% 7	17.78% 24	39.26% 53	28.89% 39	8.89% 12	135	3.19
Dog Park	27.21% 37	22.79% 31	21.32% 29	21.32% 29	7.35% 10	136	2.59
Picnic Areas	2.96% 4	22.22% 30	37.04% 50	30.37% 41	7.41% 10	135	3.17
Open Green Space	7.46% 10	18.66% 25	44.03% 59	18.66% 25	11.19% 15	134	3.07
Cross Country Ski Trails	7.46% 10	24.63% 33	37.31% 50	22.39% 30	8.21% 11	134	2.99
Walking/Hiking Trails	0.74% 1	6.62% 9	29.41% 40	33.09% 45	30.15% 41	136	3.85
Fishing Dock/Platform	15.27% 20	25.19% 33	33.59% 44	19.85% 26	6.11% 8	131	2.76
Ice Skating Area	12.03% 16	27.82% 37	30.08% 40	18.80% 25	11.28% 15	133	2.89
Bicycle Trails	3.70% 5	15.56% 21	35.56% 48	31.11% 42	14.07% 19	135	3.36
Public Outdoor Swimming Area	15.56% 21	18.52% 25	28.89% 39	19.26% 26	17.78% 24	135	3.05
Bird Watching/Nature Trails	10.29% 14	28.68% 39	27.94% 38	27.21% 37	5.88% 8	136	2.90
Motorized Vehicle Trails	53.73% 72	23.88% 32	9.70% 13	6.72% 9	5.97% 8	134	1.87
Canoe/Kayak Launch	6.62% 9	23.53% 32	31.62% 43	31.62% 43	6.62% 9	136	3.08

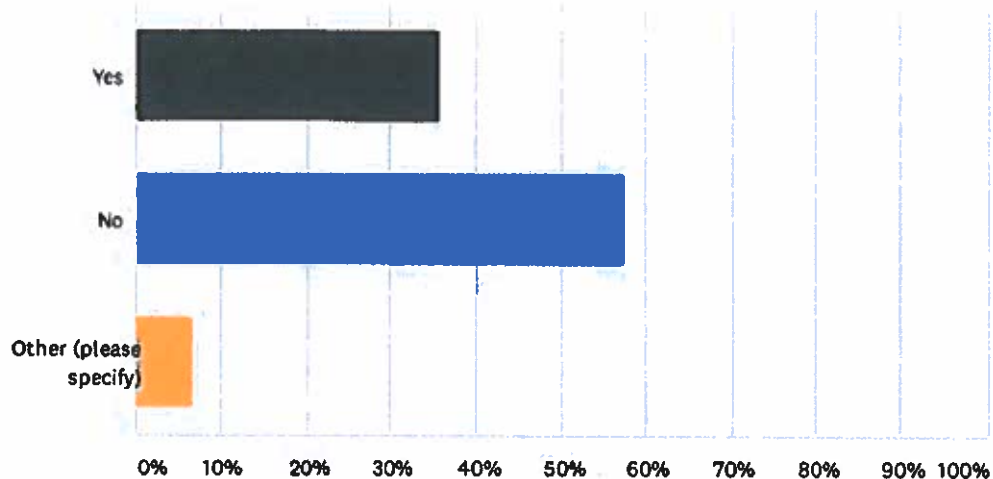
Town of Hampden Recreation Planning Citizen Survey Summer 2020

#	OTHER (PLEASE SPECIFY)	DATE
1	Side walks	7/6/2020 7:47 AM
2	Our family would love a dog park. I thought this was being looked into at one point and I think it is really important to do.	7/2/2020 8:00 PM
3	Community Garden	7/1/2020 1:30 PM
4	A "wall". Many activities can use a wall structure to use individually. Passing with yourself, individual skills.	7/1/2020 1:22 PM
5	Any trails or paths PLEASE make them paved!! Need more handicap accessible trails that can be used for everyone, multi use for skaters, bikers, wheelchairs, strollers!!	7/1/2020 11:24 AM
6	Why doesn't the rec department combine with Reeds Brook Trails to make those a better surface- again see the surface of the community trails in Lincoln. Then you could bike on them and push a stroller, etc.. the surface area of the reeds brook trails is awful but the trails themselves (minus the ticks) are great. Don't make new trails- partner with what we have to make them better.	7/1/2020 11:08 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

Q14 Would you or any member of your household be interested in participating in a public forum to discuss recreational needs for the future in the Town of Hampden?

Answered: 134 Skipped: 4

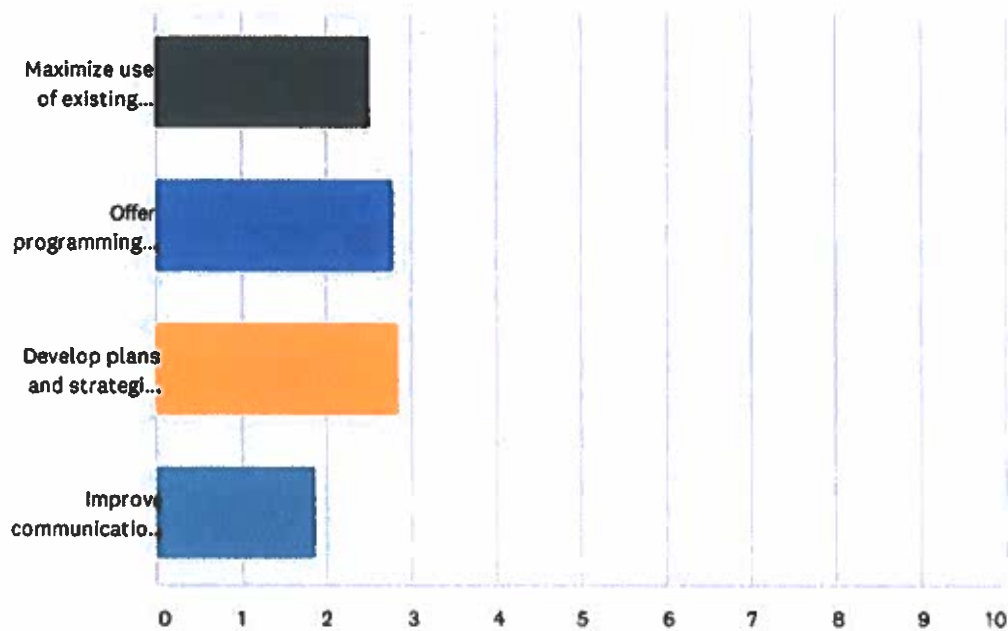


ANSWER CHOICES	RESPONSES	
Yes	35.82%	48
No	57.46%	77
Other (please specify)	6.72%	9
TOTAL		134

#	OTHER (PLEASE SPECIFY)	DATE
1	Depending on schedule	7/13/2020 10:26 AM
2	if available	7/8/2020 3:03 PM
3	Willing to participate in surveys, etc	7/1/2020 8:40 PM
4	Maybe?	7/1/2020 3:11 PM
5	I work afternoons and evenings...can't meet	7/1/2020 1:49 PM
6	Conservative minded citizens are black balled, we have tried in the past but the committee will not communicate meeting dates.	7/1/2020 12:48 PM
7	Maybe	7/1/2020 12:46 PM
8	Possibly. It depends on the day/time	7/1/2020 11:05 AM
9	depends on Covid	7/1/2020 10:53 AM

Q15 The 2020 Recreation Advisory Committee for the Town of Hampden recently updated its Strategic Plan for 2020-2025. The following goals have been identified by the committee. Please rate the Importance in order 1-5, 1 being the most important and 5 being the least important, where department efforts should be concentrated in the next 5 years.

Answered: 129 Skipped: 9



	1	2	3	4	TOTAL	SCORE
Maximize use of existing department facilities.	20.97% 26	27.42% 34	33.87% 42	17.74% 22	124	2.52
Offer programming that is current and captures the needs and interests of the residents of Hampden.	27.78% 35	34.92% 44	24.60% 31	12.70% 16	126	2.78
Develop plans and strategies for the improvement and expansion of indoor and outdoor recreation facilities.	41.46% 51	20.33% 25	20.33% 25	17.89% 22	123	2.85
Improve communication with community stakeholders about department opportunities, needs and the positive recreational impact being made for the residents of Hampden.	10.66% 13	17.21% 21	21.31% 26	50.82% 62	122	1.88

Q16 Would you like us to keep in contact with you about future department activities, discussions, or needs?

Answered: 36 Skipped: 102

ANSWER CHOICES	RESPONSES	
Name	97.22%	35
Company	0.00%	0
Address	91.67%	33
Address 2	11.11%	4
City/Town	94.44%	34
State/Province	91.67%	33
ZIP/Postal Code	91.67%	33
Country	0.00%	0
Email Address	100.00%	36
Phone Number	72.22%	26

Recreation Plan Update 2020

Survey Monkey Tool – Question 16

Personal Contact Information/Data

Pages 44-51

Q17 Please feel free to make any additional comments, suggestions, or other feedback in the comment box below. Thank you for your time and thoughtful answers to our 2020 Town of Hampden Recreation Planning Citizen Survey. Results will be included in the 2020 Recreation Plan currently being developed and will be available for public review in the Fall of 2020.

Answered: 21 Skipped: 117

Town of Hampden Recreation Planning Citizen Survey Summer 2020

#	RESPONSES	DATE
1	I would love to see a dog park!!!!	7/28/2020 8:03 PM
2	Offer art classes to students in grades 6-8, offer after school clubs for gamers. There are many students that don't participate in sports but have nothing locally that is provided. Need to look into other community options for this audience. All children are important if they play sports or not.	7/25/2020 3:28 PM
3	More options directly after school in more areas for kids - things outside the "regular" sports - golf and cross country or tennis	7/22/2020 11:42 AM
4	My recommendation is to focus on the top 2 most important offerings that residents desire. If it's biking/walking trails and an outdoor community pool then focus on those items first. If you try to address everything and spread efforts out too thin, it will be counterproductive. Set goals in stages. Given the pandemic, we should focus on outdoor facilities first and build more pavilion structures that can also be utilized by our schools to bring students outdoors and in the shade for learning & lunch, etc.	7/22/2020 9:04 AM
5	I have located a couple of warehouses that are for sale/lease in the Hampden area. I am researching a feasibility study on the idea of purchasing and building a roller skating center in one of those available buildings to bring another form of recreational activities to your town!	7/14/2020 6:14 PM
6	Compared with other local rec departments, I feel that Hampden's recreation department lacks significantly (to the point where I would consider moving to another town and see why young families would choose to pick another town to reside). Leadership- while it may be the result of what is asked by the town council, recreation directors in other towns are very involved in kids sports programs (soccer, basketball, etc.), where that doesn't seem to be the case in Hampden. It appears the focus of the recreation department is making a break-even budget (focus on daycare, after school programs, etc.) rather than focusing on rec programs. Our kids participate in Lincoln summer rec programs, and the high level of involvement by the rec leadership is in stark contrast to what we see in Hampden. Also, the cost of rec activities in Lincoln are about 1/3 of what is charged in Hampden, and the quality of the programs in Lincoln is better. Look at how many recreation facilities are available in Bangor (there are a tremendous amount of outdoor playground facilities), and in Hampden we essentially have just one small playground on Western Ave. A lot of other local rec programs have a local travel teams for older elementary students (after 3rd grade) where they play other local rec programs, where our programs for those kids are only once/week and the only other option is for kids to choose to pay \$150 to play on a Coldbrook Travel soccer team.	7/10/2020 9:30 AM
7	Lura Hoit pool is an excellent asset for the community. Happy to see continued improvements at this facility.	7/6/2020 10:11 AM
8	Thank you!	7/4/2020 12:00 PM
9	Thankful for you!	7/2/2020 11:34 AM
10	It would be nice if there were reduced rates for additional household members. Keeping the programs simple, but fun. We were actually looking for an affordable, non-traveling soccer recreation program for our 3 and 6 year old sons and are considering either Carmel or Hermon programs due to the cost. Maybe by having some retirees and older teens teach some programs, it could create a sense of community and purpose. A preschool tumbling class similar to the Brewer "Silly Saturday" class would be great.	7/1/2020 9:53 PM
11	A free adult swim at Lura Hoit pool would be good now and then	7/1/2020 3:21 PM
12	The cost of programming should be consistent for towns associated with RSU 22	7/1/2020 3:20 PM
13	My kids love to play pickleball - i would love to see a youth sports program offering this!	7/1/2020 3:11 PM
14	It is appalling the town will not put this topic out to vote. It speaks volumes on how agenda driven you are.	7/1/2020 12:48 PM
15	If I were to have one wish, it would be to build a rock climbing gym/wall locally. We have to go to Portland for indoor rock climbing right now, and it's a hugely popular and growing sport! Maine has a great need for more climbing facilities!	7/1/2020 12:46 PM
16	CoviD-19 has been such a game-changer. I really want Papermill Park seen to so I have somewhere to go. In the past, the vandalism has been completely disheartening.	7/1/2020 11:29 AM

Town of Hampden Recreation Planning Citizen Survey Summer 2020

17	Please remember ADA compliance!! Think about ALL members of our community! If you create places for EVERYONE, then you will be ready and open for everyone! Multi use paved trails and paths are necessary so that everyone can take part in recreation! Create playgrounds for ALL kids!! No one should be left out. We need wheelchair ramps onto play structures! No one should be felt like they are forgotten and not a part of our community. If you build it, they will come! Many communities are looking at being equal access and inclusive and building with that in mind. It isn't "more expensive" if you do it right the first time! Think about the community you want to create and I HOPE it's inclusive of ALL people. Please also consider that there is NO place for skateboarders and roller skaters. We have to go to Bangor or Brewer or Augusta or Bar Harbor to skate. We want to skate in our community! If we go elsewhere, we spend our time and money elsewhere. Bangor is building a brand new skatepark on Union St at their recreation complex!!	7/1/2020 11:24 AM
18	We need more programs- especially in the summer (I know Covid has complicated it this summer) for kids who do not need 5 day a week kids korner. Seems that is the priority of our rec department- not offering a wide variety of programs to kids who are home with parents/babysitters to go to for an hour or two a few times a week like the models Brewer and Lincoln use.	7/1/2020 11:08 AM
19	Improved sports fields and relationship with Coldbrook Soccer; Developed nature trails for 4 season use; Dog park; community events - dances, outdoor movies, BBQs, picnics, Teen center.	7/1/2020 11:04 AM
20	Need viable interesting safe activities for our senior citizens	7/1/2020 11:03 AM
21	Most of the opportunities for kids are competitive team sports, which are great for some kids, but this needs to be expanded to include other extracurricular activities. It would be nice to offer programs for kids that are more skill based and individualized like tennis, mountain biking, and also more robotics, coding, art and academic programs, etc.	7/1/2020 11:01 AM

H-6



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

Gayle C. Decker, Clerk
Town of Hampden
106 Western Avenue
Hampden, ME 04444

Subject: Twin Bridge Replacement
Project No: 018959.00
Town of Hampden

Dear Ms. Decker:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area". A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "*the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers*". In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 624-3410.

Sincerely,

George M.A. Macdougall
Contracts & Specifications Engineer
Bureau of Project Development

Return this AGREEMENT, when completed, to:

Maine Department of Transportation
ATTN.: George Macdougall, Contracts & Specifications Engineer
#16 State House Station, Child Street
Augusta, Maine 04333-0016

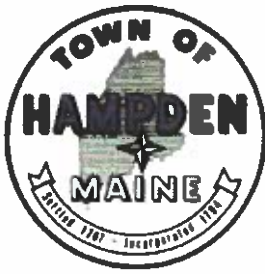
Project: 018959.00
Location: Meadow Road, Carmel Road North

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the **Town of Hampden** agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlimit loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The Maine DOT will assist in determining the amount of the bond if requested. A suggested format for a general construction overlimit bond is attached. A suggested format for a construction overlimit permit is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

TOWN OF HAMPDEN
By the Municipal Officials



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: November 18, 2020
RE: Audit adjustment – Fund balance transfer

In 2018, it was revealed that the water in the Business Park did not have sufficient pressure for the sprinkler system that the then proposed FW Webb building required. Because of that, and the desire to be able to support future economic development within the Business Park, the Town Council voted to authorize a bond for the installation of a water line to increase capacity. Estimates for the project came in at \$500,000, and after public hearing, a borrowing ordinance and ballot content were written to take this to referendum in November. The result of the referendum was overwhelming support for the town to proceed with the bond in an amount not to exceed \$500,000.

Sargent Corporation was awarded the bid and construction commenced in the latter part of 2019. Although the bond, based upon an estimate, was for the above mentioned amount, the actual project costs came in at \$563,900 which was a shortfall of \$63,900. A quick search of field notes and other various documents pertaining to this project indicate nothing out of the ordinary, other than to reveal that the project simply came in higher than estimated.

During the recent audit, the auditor informed me of this overage and the requirement that this overage be corrected in order to make this general ledger account whole. This means that we have to "pay back" the \$63,900 so the account doesn't remain out of balance. In order to pay back this general ledger, I need a Council vote authorizing the transfer of that amount from fund balance. Once that approval is received, the auditor will make an audit adjustment within the FY20 books to reflect the correction.

It should be noted that during the budget process, our fund balance at the end of the FY19 audit was well over 2 million dollars. I had originally indicated that I was considering using \$250,000 as revenue from fund balance to offset expenses. Due to the finalization of other revenues at time of commitment, the actual amount utilized from fund balance was only \$60,000 which was well below the original estimation. The transfer of \$63,900 to correct the Route 202 Waterline account will have no adverse effect on the Town's overall financial position.

Current Account Status

G 1-400-02 GENERAL FUND / RTE202 WATER

-1,913.00 = Beg Bal
4,650.00 = Adjust

-2,737.00 = YTD Net
0.00 = YTD Enc

0.00 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
07	0691		01/27/20		BBA J#1269 HBP ACCOUNT	B	GJ	4,650.00	0.00
09	0245	508330	09/16/19	00429 SARGENT CORP	RT 202 WATERLINE	R	AP	408,345.63	0.00
11	0462	508742	11/18/19	00429 SARGENT CORP	RT 202 WATERLINE	R	AP	122,466.87	0.00
12	0479	508821	12/02/19	00429 SARGENT CORP	RT 202 WATERLINE	R	AP	27,937.50	0.00
12	0572		12/17/19		TO ACCT FOR VOIDED CK	R	GJ	1,913.00	0.00
12	0572		12/17/19		WRONG ACCT USED-PROBING	R	GJ	4,650.00	0.00
12	0572		12/17/19		KEY BANK	R	GJ	0.00	408,345.63
12	0572		12/17/19		KEY BANK	R	GJ	0.00	122,466.87
12	0572		12/17/19		KEY BANK	R	GJ	0.00	27,937.50
12	0572		12/17/19		KEY BANK	R	GJ	0.00	4,650.00
06	1343		07/14/20		CORRECT DUP J#1269	R	GJ	0.00	4,650.00
Totals-								569,963.00	568,050.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	4,650.00	0.00
September	408,345.63	0.00	0.00	0.00
November	122,466.87	0.00	0.00	0.00
December	34,500.50	563,400.00	0.00	0.00
June	0.00	4,650.00	0.00	0.00
Totals	565,313.00	568,050.00	4,650.00	0.00

F119 + 500.00
563,900
500,000
63,900
over